

Technology Acceptable Use Policy for Students

This policy is provided so that students and parents are aware of the responsibilities students accept when they use school-owned computer hardware, operating systems, application software, text, data files, electronic mail, local databases, CD-ROMs, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

1. Expectations

- a. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted permission by a Berkshire Montessori School, Inc. (MSB) employee.
- b. All users are expected to follow existing copyright laws.
- c. Students are expected to notify a faculty/staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- e. Students may not use a faculty/classroom computer without permission from a faculty/staff member.

2. Unacceptable conduct includes, but is not limited to the following:

- a. Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking, proxy-avoidance, and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- d. Vandalizing and/or tampering with equipment, programs, files, software, software settings, security settings, or other components of the network. Use or possession of hacking software is strictly prohibited.
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- f. Intentionally wasting finite school internet resources, i.e., on-line time, real-time music.

- g. Gaining unauthorized access anywhere on the network including signing on as another user even when given permission to do so.
- h. Revealing the home address or phone number of one's self or another person.
- i. Invading the privacy of other individuals.
- j. Using another person's account, password, or ID card or allowing another user to access your account, password, or ID.
- k. Coaching, helping, observing, or joining any unauthorized activity on the network.
- l. Forwarding/distributing e-mail messages without permission from the author.
- m. Posting anonymous messages or unlawful information on the system.
- n. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- o. Falsifying permission, authorization, or identification documents.
- p. Obtain copies of or modify files, data, or passwords belonging to other users on the network.
- q. Knowingly placing a computer virus on a computer network,

3. Acceptable Use Guidelines

a. General Guidelines

- (1) Students will have access to all the available forms of electronic media and communication which is in support of the educational goals and objectives at MSB.
- (2) Students are responsible for their ethical and educational use of the computer on-line services whether accessing the network from outside the school.
- (3) All policies and restrictions of the MSB network must be followed at all times.
- (4) Access to the MSB network is a privilege and not a right. Each employee, student, and/or parent will be required to sign the Acceptable Use Policy sheet and adhere to the Acceptable Use Guidelines in order to be granted access to the MSB network.
- (5) The use of the MSB network must be in support of education and research and in support of the school's educational goals and objectives.

- (6) Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- (7) Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, school administration, or technology staff, will be considered an act of vandalism and subject to disciplinary action in accordance with the MSB Parent Handbook.
- (8) Parents concerned with the MSB network should contact the Head of School for further information.
- (9) Any parent wishing to restrict their children's access to any MSB technology services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

b. Network Etiquette

- (1) Be polite.
- (2) Use appropriate language.
- (3) Do not reveal personal data (home address, e-mail address, phone number, and phone numbers of other people).
- (4) Remember that the other users of the MSB network and other networks are human beings whose culture, language, and humor have different points of reference from your own.

c. E-Mail

- (1) E-mail should be used for educational or administrative purposes only. Users will not subscribe to junk e-mails or other inappropriate e-mail lists for yourself or others users.
- (2) E-mail transmissions, stored data, transmitted data, or any other use of the MSB network by students, employees, or any other user should not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

4. Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

Noncompliance with the guidelines published here and in the Parent Handbook may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to further corrective action. Violations of applicable state and federal law will result in criminal prosecution, as well as disciplinary actions by the school.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.

The school cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the State Open Records Act; proper authorities will be given access to any content as warranted.

User Agreement (to be signed by all adult users and Senior Elementary and Adolescent Experience users)

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by the The Montessori School of the Berkshires. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

User Name (please print)

User Signature Date

Parent Agreement (to be signed by parents of all student users under the age of eighteen)

As parent or guardian of [please print name of student] _____,
I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. The Montessori School of the Berkshires has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold the The Montessori School of the Berkshires responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet, that are available through The Montessori School of the Berkshires.

Parent Name (please print)

Parent Signature Date