

Technology Acceptable Use Policy GBEBD

Purpose: To establish the board's vision and the basic structure for the acceptable use of technology resources in Dixie Montessori Academy.

Acceptable Use: It is the policy of Dixie Montessori Academy that use of School information technology shall be lawful and ethical, shall be for school educational or business purposes, shall conform to school technology and security standards, and shall comply with all applicable board policies and regulations. This policy constitutes an Internet safety policy within the meaning of the Children's Internet Protection Act (47 U.S.C. § 254).

Applicability: This policy applies to every person who uses a school information technology or electronic communications system or service in any manner.

Scope: The following school systems and services are within the scope of this policy:

- telephones, cell phones, PCS devices, radios, pagers, facsimile systems
- computer systems, hardware, printers, personal digital devices, wired and wireless networks
- email, web content and systems, intranet and Internet services
- video systems, including distance learning and ETV systems
- software including, but not limited to, the following
- instructional and office software
- district financial systems
- human resource systems
- student information systems
- all other district information technology or electronic communications, whether owned, leased, contracted or otherwise utilized by the school

Standards for Acceptable Use of Information Technology: Use of school information technology systems and services is subject to the following standards. By accessing or using these systems or services, the user accepts without limitation or qualification the terms and conditions of these standards.

Use shall be lawful and ethical:

1. Unlawful, threatening, harassing, libelous, defamatory, obscene or offensive use is prohibited.
2. Access to visual depictions that may be obscene, pornographic or harmful to minors is prohibited.
3. Using false or deceptive identity is prohibited.
4. Unauthorized access to or alteration or disruption of a communications or computer system is prohibited.
5. Compliance with copyright, trademark, patent and other property rights is required.
 - Copyrighted material commonly includes text, software, music, graphics, photos and other creations that are available in print, on the web or in other electronic media.
 - Permission of the copyright owner generally is required for copying, downloading or distributing material protected by copyright. For example, this requirement applies to email distribution and web publication and to copying copyrighted software.
 - Be aware that the copyright symbol is not required for protection under the copyright act and that availability of an item on the web does not mean it is without copyright protection.
 - Permission to use copyrighted software is granted by license. Users shall comply with software licenses including 'shrink wrap' license and records of all licenses must be maintained.
 - Use must comply with all applicable Dixie Montessori Academy policies, regulations and Directives.

Use shall be for school educational or school business purposes:

- Commercial, personal, political and religious uses are not allowed. For example, "My car is for sale" is not permitted on the district web or email systems.
- Personal calls on desktop or 'wireline' phones are limited to incidental local calls.
- Personal long distance calls and personal cell phone calls are reimbursable to the district.
- Personal email is not permitted on district email systems.

Technology products, services and use shall conform to district standards:

- Hardware and software to be installed on school systems must be school approved.
- Websites and web pages created for the school must be school approved.
- Technology and communications systems must be used in a secure manner.
- Passwords are not to be shared, posted or disclosed.
- Anti-virus scans are to be made on any software, executable code, scripts, email or other data on devices to be connected to district networks.
- Personally identifiable information on students and other persons that is protected by law or considered



confidential is not to be disclosed to unauthorized persons.

- Use of information technology shall comply with security standards established by the school through its information technology department.
- Only authorized software is to be loaded on school devices.
- Student guidance shall include instruction in appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and cyberbullying awareness and response.

Conditions of Use: Safe and secure use by minors of direct electronic communications (including email, chat rooms and instant messaging) shall be assured. Use of school computers by minors to access the Internet shall be supervised at all times to comply with the standards of this policy.

Employee and student use of school electronic communications and computer systems shall be filtered for appropriate usage and content. Filtering shall be provided for all Internet enabled computers used by students, patrons and staff. Filtering shall be disabled only for bona fide research or other lawful purposes.

Persons using school technology and electronic communications shall have no expectation of privacy in such use. Usage of school technology and electronic communications is monitored, logged, disclosed, deleted or terminated by the school. **Online activities of minors will be monitored for appropriate use.**

Employees have a duty to protect school technology resources entrusted to their use and to ensure that users comply with this policy. Employees shall report violations of this policy to school authorities.

Violations of this policy and its standards may be cause for revocation of use privileges, disciplinary action, including termination, and law enforcement actions.

Disclaimers: No warranties for the accuracy, quality, functionality or availability of technology and communications are expressed or implied by this policy and these standards.

The school assumes no responsibility or liability for accuracy, integrity, quality or acceptability of information or content of non-school technology including, but not limited to, non-school websites which may have links with school websites. Users are cautioned to use due care when accessing non-school information technology Resources.

Student Computer and Internet Usage

The school department uses computers as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as successful and responsible adults in the community and as lifelong learners. Computers provide unequalled opportunities to explore and use a varied and exciting set of resources. In order to make these resources available to everyone, those who use the school's available technology must do so in a way that is consistent with their educational mission.

These rules are intended to provide general guidelines and examples of prohibited computer and Internet uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with the DIXIE MONTESSORI ACADEMY Student Computer and Internet Use Policy and these rules may result in loss of computer and Internet privileges, and/or legal and disciplinary action.

A. Computer Use is a Privilege, Not a Right Student use of the school unit's computers, networks and Internet services is a privilege, not a right. No person will deliberately or willfully cause damage to computer equipment or assist another in doing the same. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary action and/or legal action. The building principal shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use Student access to the school unit's computers, networks and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communication. Students are further expected to comply with these rules and all specific instructions from the teacher or to her supervising staff member/volunteer when accessing the school unit's computers, networks and Internet services.

C. Prohibited Use The user is responsible for his/her actions and activities involving school unit computers, networks and Internet services, and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. Accessing Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. Illegal Activities - Using the school unit's computers, networks and Internet services for any illegal activity or that violates other Board policies, procedures and/or school rules;
3. Violating Copyrights - Copying or downloading copyrighted material without the owner's permission;
4. Plagiarism - Representing as one's own work any material obtained on the Internet (such as term papers, articles, etc). When Internet sources are used in student work, the author, publisher and Web site must be identified;
5. Copying Software/Media Files - Copying or downloading software without the express authorization of the system administrator; illegally downloading music, photos, movies or other such files;



6. Non-School Related Uses - Using the school unit’s computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes;

7. Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users’ passwords without permission and/or accessing other user accounts;

8. Malicious Use/Vandalism - Any malicious use, disruption or harm to the school unit’s computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

9. Unauthorized access to Social Networking/Chat Rooms/News Groups - Accessing social networking sites or software, chat rooms or newsgroups without specific authorizations from the supervising teacher.

D. No Expectation of Privacy The school unit retains control, custody, and supervision of all computers, networks and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including email and stored files. Each person will respect the rights of others to the protection of the files they store on a computer and will not alter or damage such files.

E. Compensation for Losses, Costs and/or Damages The student and/or the student’s parent/guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred by the school unit related to the violations of the DIXIE MONTESSORI ACADEMY Computer and Internet Use Policy and/or these rules, including investigation of violations.

F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use The School unit assumes no responsibility for any unauthorized charges made by students, including but not limited to credit cards charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Students Teacher _____

Adopted: DIXIE MONTESSORI ACADEMY - June 1, 2015
Updated: August 15, 2016