2018-2023

Information Technology Responsible Use Agreement

Current technology is modifying the way in which information is accessed, communicated, and transferred. These changes may also alter instruction and student learning. The California Montessori Project (CMP) offers students access to technologies that may include electronic mail (through Internet access), Internet connections, and equipment, such as computers and multimedia hardware, in the classrooms.

With access to computers comes the availability of materials that may not be considered appropriate in the classroom. On a global network it is nearly impossible to control all materials available. Ultimately, the school staff, parents, and guardians of minors are responsible for setting and conveying the standards that students should follow when using these technology resources. CMP supports and respects each family's right to decide whether or not to allow their student access to any aspect of these technologies.

CIPA: The Children's Internet Protection Act addresses concerns about access in schools and libraries to the Internet and other information resources. For any school or library that receives Federal discounts for Internet access or for internal connections, CIPA imposes certain requirements. Therefore, as CMP does receive such funds, we are taking every effort to follow CIPA's guidelines to restrict:

a) Access by minors to inappropriate matter on the Internet and World Wide Web through the use of a Content Filter appliance;

b) The safety and security of minors when using electronic mail and other forms of direct electronic communications;

c) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;

d) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and

e) Minors' access to inappropriate or harmful materials.

COPPA: The Children's Online Privacy Protection Act protects the privacy rights of children under the age of 13. CMP is pleased to offer individualized instruction to students through a variety of technological resources. In some instances, CMP will offer educational websites or applications that utilize personal information of students, such as name, screen name, user name, etc., in order to provide the individualized instruction. A list of such websites and applications may be found on CMP's website. Additionally, CMP tries to avoid websites and applications that market or sell student personal information. Should such a website or application be utilized for educational purposes, it will be identified on CMP's website and parents have the right to opt out of student use of such websites and applications. CMP's website is cacmp.org

CMP Code of Conduct

The school code of conduct, as well as this document, governs access to and use of technology either owned by CMP or brought onto a CMP campus (i.e. mobile phones/smartwatches). The technologies provided are for students to conduct research, enrich educational experiences, and communicate with others in relation to school work. CMP recognizes the importance of technology and the impact it has

on Education. As such, we provide devices for student use. Access to technological services is given to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrator and or staff will deem what is inappropriate use, their decision is final. It is the belief of CMP that responsible use of computers and other technology can facilitate an incredible opportunity for learning.

The Internet is an unregulated, worldwide vehicle for communication; information available to staff and students is impossible to completely control. While CMP ensures there are software and policies put in place to protect students and teachers from inappropriate information on the internet, it is the responsibility of the staff and students to make positive choices that will lead to internet safety.

CMP maintains a public Web site. Intranet Web pages may be established and maintained by staff with secondary responsibilities given to students who have the skills necessary. All content will be approved by CMP staff before posting.

CMP Policy Regarding Wearable Technology and Mobile Phones
We understand that mobile phone/Smartwatches are owned by a significant number of students and recognize the need for parents to give their children mobile phones/Smartwatches to protect them from everyday risks involving personal security and safety. We do not consider it realistic or desirable to prohibit phones/Smartwatches being brought to school, nor is it logistically possible for schools to collect phones/Smartwatches each morning and return them in the afternoon. It is the responsibility of students who bring mobile phones/Smartwatches to school to abide by the guidelines outlined in this document. It is incumbent upon parents to understand the capabilities of the phone/Smartwatch and the potential use/misuse of those capabilities. Wearable technology, which includes mobile phones and smartwatches, can be used to circumvent CMP's content filter, are a distraction and may be used in an inappropriate manner. Parents/Caregivers should be aware if their child brings a mobile phone/Smartwatch to school; CMP is not responsible for lost or stolen phones, smartwatches, or other personal technology brought onto the school grounds. Please read the following CMP policies regarding mobile phones/smartphones and other wearable technology:
1. CMP Campuses are a school work place, and phone/Smartwatches can interfere with the teaching/learning atmosphere of the workplace, even when in silent mode. CMP expects that phones/Smartwatches will be switched off and kept in bags/backpacks during school hours.
2. Unless express permission is granted, mobile phones/Smartwatches should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school hours and during other educational activities
3. Phones/Smartwatches must always be switched off (not on silent mode) and kept out of view. If a member of staff sees a student using a phone/Smartwatch during school hours, it will be confiscated by the member of staff. Also if a mobile phone is visible in a student's pocket it will be confiscated. If a student wants to look at the time he/she should wear a watch.
4. The Bluetooth function of a mobile phone/Smartwatch must be switched off at all times and not be used to send images or files to other mobile phones and/or smartwatches.
5. Mobile phones Smartwatches are not to be taken into restrooms or used in any situation that may cause embarrassment or discomfort to other pupils, staff or visitors to the school.

6. Students must ensure that files stored on their phone/Smartwatches do not contain violent, degrading or offensive images. Images must not be sent or shared with other students or staff

7. If a student breaches any of these rules, the phone/Smartwatch will be confiscated and given to the school office. The phone/Smartwatch will be returned at the end of the day when the parent collects it or stored in the student's classroom or school office until this happens.

8. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones/ Smartwatches before school, after school or during school hours

9. Cyber-bullying is completely unacceptable, and will be addressed by the Principal and/or Dean of Students. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.

10. Students are prohibited from victimizing another student and using their mobile phone/Smartwatch to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website or social media for public viewing. This also includes using mobile phone/Smartwatch to photograph or film any student or member of staff without their consent.

Technology Rights, Responsibility and Rules of Etiquette

1. All use of CMP's Technology Resources is for the sole purpose of completing CMP assigned homework, facilitating discussion, completing Research Projects or for any other assignment that has been given by the student's Teacher. Devices are not to be used for anything personal. Students who choose to research inappropriate content are responsible for this choice. While CMP makes every effort to block inappropriate content, it is impossible to block everything. If a student chooses to use a device on campus to search for inappropriate content, the student will be held responsible for their choice and appropriate disciplinary action will be taken. Minor infractions may result in the denial, revocation, or suspension of specific privileges by CMP Administration or staff. Serious infractions may result in up to 5 days' suspension and may lead to expulsion.

2. Students are expected to take care of the devices that will be used by them. Any intentional damage caused to a CMP device will be the responsibility of the student. Continued misuse of CMP devices will result in the inability to use these devices. If a student is assigned a device, this will be the device that they use for the next few years and it should be treated as such.

3. If your child is assigned a specific device for school use, that does not create ownership of the device. Devices are not to be altered in anyway; this means no stickers, pens, paint or any other personalization shall be made to any device owned by CMP.

4. CMP computers, Chromebooks, tablets and other technology devices are to remain on the CMP campus to which the student is enrolled and shall not be permitted to go home with the student, student's parent of friend.

5. Any actions taken that disregards CMP's Responsible Use Agreement will result in appropriate disciplinary action and technology use may be suspended. Please fully read and understand the Responsible Use Agreement.

6. Use of the electronic media and software provided by CMP is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff

and students at no cost. In order to maintain this privilege, users agree to learn and comply with all of the provisions of this policy.

Responsible Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the CMP.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature. Email message recipients will be limited to CMP staff, teachers and other students. Email messages shall not be sent to any other recipient unless approved by the student's teacher or other CMP Admin. An exception will be made for students participating in PC Pals but will be limited to the corresponding Intel employee that each student has been assigned.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information downloaded via the network should be assumed to be the private property of CMP.
5. Users will be expected to exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
6. From time to time, the CMP will make determinations on whether specific uses of the network are consistent with the responsible use practice.

Irresponsible Use

1. Giving out personal information about yourself or another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for advertisement is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on CMP's computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by CMP Administrators), or files dangerous to the integrity of the local area network is prohibited.

11. The CMP network may not be used for downloading entertainment software or other files not related to the mission and objectives of the CMP or for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the CMPs
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited. Any behavior that would be considered bullying is strictly prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Rules of Etiquette:
1. Be polite. Do not write or send abusive messages. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
2. Altering the operating system, as well as general visual appearances of a computer is prohibited. Such changes may include but are not limited to screensavers, backgrounds, sounds, display setting, network setting, applying stickers, tape, and any other sticky substance to the outside of a computer is also prohibited.
3. Malicious attempts of vandalism to harm or destroy data or equipment will not be tolerated. Use of personal data or equipment will not be allowed without prior approval. Additionally, proof of current and regular updates on Anti-virus protection, as well as regular disk scans, must is required prior to use once approval is obtained.
4. Removal of the CMP Asset Tag on the back, side or top of any CMP device is prohibited
5. Non-educational games are strictly prohibited.

Violation of any of the above Rules of Etiquette and Responsibilities may result in loss of access or other disciplinary actions as outlined above.

Parents,
Please read, fill out, sign and date a copy of the <u>CMP User Agreement and Parent Permission Form</u>. If a copy is not attached to this document, please ask your campus office staff to provide a copy to you. Once completed, please sign and return it to your campus office.
You will be required to read, fill out, sign and date a copy of the CMP User Agreement and Parent Permission Form at the beginning of every school year for as long as your child is attending a CMP school.

If this document does not meet your needs for accessibility, an accessible document will be provided to you. To request this document in an alternate format, please contact the CMP Technology Dept. at 916.971.2432 x 170

Student Name: _____ **Grade/Class:** _____

CMP User Agreement and Parent Permission Form

After reading the Technology Rules and Responsibilities, please complete this form to indicate that you and your child agree with the terms and conditions outlined. The signature of both the student and parent/guardian are mandatory before access may be granted to the technologies available. This document, which incorporates the Use Procedure, reflects the entire agreement and understanding of all parties.

As a user of CMP technologies, I have read and herby agree to comply with the Use Procedure.

Student Signature: _____ Date:_____

Student Name (please print):_____ Grade _____

As a parent/guardian of the student signing above, I grant permission for my child to have access to the technologies marked below. I have read and agree to the Use Procedure, and I understand that I may be held responsible for damage done by or the results of misuse by my child. I understand the expected behaviors, and I agree to accept responsibility for guiding my child and conveying to him/her appropriate standards for selecting, sharing, and/or exploring information and media.

Please check the boxes that you wish to pertain to your child:

☐ Please grant my child access to the Internet

☐ I permit the school to post images/pictures or work of my child on the school or classroom web pages

☐ Please decline my child access to the Internet

☐ I decline to permit the school to post my child's picture or work on the school or classroom web pages

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Please Print):_____

Street Address: _____

Home Phone: _____ Daytime Phone:_____

Complete and return this form to your teacher. This form will remain in effect until the student leaves the school.

Staff

I have read, understand, and agree to abide by CMP Technology Use Procedure, Use and Responsibilities Agreement. I understand that the school's policies, procedures, rules, and regulation which apply to students also apply to me as an adult user of the school's technology.

Signature: _____