

White Rock Montessori

Technology Use Policy for Students

Purpose	To establish a policy for use of the Internet and the school's electronic communication equipment. This policy establishes minimum standards and the Head of School may supplement this policy as needed and/or desired. The school's computer equipment is the property of WRM and is provided for educational purposes only. White Rock Montessori uses a secure cloud-based storage and file backup system called Google Drive. As part of our school's technology initiative, we offer Internet access and file storage for student use. In order for students to utilize these services, they and their parents/guardians must first read and understand the following Technology Use Policy. For more information parents/guardians are encouraged to read the WRM Family Handbook under Technology Usage Policies and Agreements.
No Expectation of Privacy	No user has any expectation of privacy in any message, file, image, or data sent, retrieved, or received by use of WRM's equipment and/or access. WRM has a right to monitor any and all aspects of its computer equipment including, but not limited to, sites, instant messaging, chat groups, or news groups visited by school users, material downloaded or uploaded by school users, and e-mail sent or received by school users. White Rock Montessori utilizes monitoring and management software that allows the school to support student safety on the Internet. This product allows us to develop incremental levels of freedom on our devices that not only increases student safety, but also provides opportunities for students to develop behaviors demonstrating good digital citizenship.
School Property	Access to the Internet and electronic communication equipment are the property of White Rock Montessori. Additionally, all documents composed and messages and attachments composed, sent, received, or stored on the Internet and communications storage equipment are and remain the property of White Rock Montessori. Any damage or theft incurred to WRM devices (hardware) is the responsibility of the student/family. Every attempt will be made to repair said device at the expense of the parent/guardian. If the device requires replacement, the parent/guardian is responsible for the full cost of a comparable device.
Student Safety Guidelines	● Students should never give out their last name, address, or phone number. ● Students should notify an adult immediately if they receive a message that may be inappropriate or if they encounter any materials that violate the Technology Use Policy. ● Students should not open messages or emails from senders that they do not recognize. ● Parents or guardians should instruct their student(s) if there is additional material that they think would be inappropriate for them to access and inform WRM faculty and/or leadership. White Rock Montessori expects students to follow their parents' or guardian's wishes in this matter.

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Acceptable Uses	• The computers at White Rock Montessori have been set up in order to allow Internet access and file storage for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related opinions, and questions. • Students will have access to the Internet via Chromebooks and tablets in the classroom. • Student use of the Internet and technology tools is contingent upon parent/guardian permission in the form of a signed copy of this Technology Use Policy. Parents/guardians or staff may revoke approval at any time. • Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect work to be viewed by a third party. • Computer users are expected to adhere to the Student Safety Guidelines listed above.
Unacceptable Uses	• Internet access may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator. • The Internet may not be used for commercial purposes. Users may not buy or sell products or services through the system without permission from a teacher or the network administrator. • The Internet may not be used for any activity, or to transmit any material that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws. • Use of the Internet chat rooms, accessing social media sites, and playing Internet games is prohibited. • Internet users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person. • Internet users may not log onto someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer files or system is prohibited. • Use of Generative AI (Artificial Intelligence) is prohibited. • Internet users may not access restricted sites and should immediately notify a teacher, and/or the network administrator if they are exposed to inappropriate information.

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Agreements

Please initial each statement below, and sign and date at the bottom. Each item must be initialed before you or your student(s) will be permitted to access the Internet or technology resources from school.

For Parents to review, initial, and sign:

___ I understand that I or my student may be refused access to the Internet if I am/they are found to violate the rules against accessing inappropriate materials as explained by the teacher or instructor.

___ I am responsible for any misuse of the Internet, technology tools, and/or resources provided by the school.

___ I am financially responsible for broken devices; repairs or full replacement.

___ I have read and understand the above policies and agree to follow the guidelines set forth.

___ This document will be active for the duration of your child/adolescents enrollment at WRM.

___ I understand that this form will be kept on file by the school.

___ I understand that although the school has insurance against the theft of electronic devices, it is my responsibility/my student's to take basic precautions to protect it. This includes not leaving the device on show in any vehicle or public domain. In doing so I take responsibility in replacing the device at my expense.

Parent's Name (Printed)

Parent's Signature

Date

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For UE and MS students to review, initial, and sign:

___ I agree to access the Internet during classroom activities as explained above.

___ I understand that I may be refused access to the Internet if I am found to violate the rules against accessing inappropriate materials as explained by the teacher or instructor.

___ I am responsible for any misuse of the Internet, technology tools, and/or resources provided by the school.

___ I agree that the electronic device is my responsibility and I will treat it with care and maintain it in good condition. I understand that if I cause the device damage I may be held responsible to pay for any repair cost. I will:

- ensure the device is transported correctly in its case;
- take precautions during the school day by placing the device only on stable surfaces, carrying it carefully, and restricting use/access by students; and
- securely store it if left at the school overnight.

Student's Name (Printed)

Student's Signature

Date