



Rochester Montessori School

A Montessori and International Baccalaureate School

how children learn influences who they become



Technology Acceptable Use Policy

We are fortunate to have access to a variety of technology including computers, laptops, I-Pads, cameras, the Internet, graphing calculators, DVD players, etc. We expect students to use these items responsibly and only for schoolwork.

Students are asked to use their computer time wisely and to be conscientious of others who may be waiting for computer time. Students are welcome to bring technological devices such as e-readers to school in keeping with school guidelines.

I. General Technology Use Guidelines

- Use computers to practice basic keyboarding skills.
- Use the Internet to research class projects and complete assignments.
- Use the computer to share knowledge by creating student presentations.
- Practice using email responsibly with a student gmail account.
- Learn to create a student blog.

In cases when the guidelines are not followed:

- First violation: The student is reminded and redirected to appropriately use technology.
- Second violation: Loss of computer privileges for the remainder of day.
- Third violation: Loss of computer privileges for one week and parents are notified.
- Fourth violation: Loss of computer privileges for two weeks and a parent conference is scheduled.

Personal Listening Devices

A personal listening device is an electronic music player. This includes personal iPods, mp3 players, computers, and iPads.

At Rochester Montessori School, we are sensitive to the diverse ways students learn and focus. Some individuals prefer, when working, to listen to music or other sounds. In our 21st Century world, music and media are very accessible. To uphold the appropriate use of media while working, we ask that students follow these guidelines:



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Guidelines: please initial

- _____ Personal listening devices may not be used at school or during school trips unless parents have requested for their child to use one and signed the Technology Acceptable Use Policy and Personal Device Agreement.
- _____ Students may use personal listening devices ONLY during *independent work time*. Exceptions may be granted for specific projects with the permission of a guide.
- _____ Students may only use their own personal listening device and the music/media already stored on that device, you may not download or stream music at school.

In cases when the guidelines are not followed:

- First violation: The student is reminded and redirected to appropriately use technology.
- Second violation: Loss of personal listening device for one week and parents are notified. The device will be held in the office until retrieved by a parent.
- Third violation: Loss of personal listening device for the rest of the school year and a parent conference is scheduled. The device will be held in the office until retrieved by a parent.

Acceptable Use Agreement for Students

I understand that school-owned technology devices are shared community equipment. I will be respectful and responsible for my use of any and all equipment. I agree to the following.

All computers having Internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this Agreement will result in revocation of access privileges, restitution for costs associated with damages, and may result in disciplinary action.

When using the Rochester Montessori School technological devices, network or Google Apps, I understand and agree to:

- _____ Limit the use of school computers, personal computers, the Internet and Google apps to school work and appropriate learning activities.
- _____ Not download, stream, or otherwise view media on the Internet unless it is assigned by a guide.
- _____ Unless otherwise instructed, use computers inside and at a table.
- _____ Leave all computer settings as found. Do not load software or make adjustments to computers.
- _____ Save a copy of all work to my Google drive.



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- _____ School laptop computers should be returned to the appropriate spot and plugged in after use.
- _____ Food or drink may not be consumed at the same table as a technological device.
- _____ Use good manners and appropriate language.
- _____ Keep personal passwords private.
- _____ Not share personal information about myself or anyone else on the Internet. This includes name, address, phone numbers, personal photos, etc.
- _____ Never post pictures on the Internet without permission of my parent(s) and guides.
- _____ Show respect for all hardware and software that I use.
- _____ Be financially responsible for replacing/repairing any device I have broken with a deliberate act or through negligible use.

I also understand and agree that I may not:

- _____ Use computers, I-Pads, tablets, smart phones, school computers, personal computers or other technological devices to access personal e-mail, play games, or to do other personal projects without permission.
- _____ Search, view, edit, or retrieve materials that are not related to educational purposes.
- _____ Access, view, or alter any schools records, documents, and files.
- _____ Change settings on computers, I-Pads, tablets, and other technological devices; load software; or make other adjustments.
- _____ Upload, download, or create computer viruses.
- _____ Send or display offensive messages or pictures.
- _____ Use obscene language.
- _____ Harass, insult, or attack others.
- _____ Damage computers, computer systems, or computer networks, and any other technological devices.
- _____ Attempt to harm or destroy another user's documents, data, and files.
- _____ Violate copyright laws.
- _____ Use the passwords of other users or create new passwords on shared technological devices.
- _____ Use the network for solicitation and commercial purposes.
- _____ Share student or district staff home addresses, phone numbers, or other private information.
- _____ Engage in any activity that violates a school policy or local, state, or federal law.

If I bring a personal technological device to school, I will follow these same policies.



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The Internet

_____ I understand and agree that the use of the Internet is a privilege and not a right. The use of the Internet must be consistent with the educational objectives of Rochester Montessori School. Inappropriate use will result in a cancellation of those privileges, restitution for costs associated with damages, and may result in school disciplinary action (including suspension or expulsion) and/or legal action. I agree to use the Internet only for class projects and assignments.

The Rochester Montessori School's system is filtered by a proxy server to restrict Internet access to inappropriate content at school. This filter only works when students are accessing the Internet via the school's network while on school property. I understand and agree that if I abuse this acceptable use policy, I will be subject to discipline.

Right to Inspect/Monitor

_____ I understand and agree that Rochester Montessori School guides, assistants, before and after school staff, substitutes, and office staff may review student files and communications to maintain system integrity and to ensure that users are using the system appropriately and responsibly. Students shall have no expectation of privacy in any information stored on the district's servers or in their use of school computers.

Parents can contact school administration if they have concerns regarding their child's account.

Google Apps

_____ I understand and agree that Rochester Montessori School may offer students Google Apps. Google Apps will provide the student with an email account and ability to have their documents, spreadsheets, and presentations available online. Google Apps makes it easy for students to collaborate and turn in assignments to guides online. It also allows students to work on documents from home, the public library, or any other computer with an Internet connection.

To qualify for use of the Rochester Montessori School network, equipment and Google Apps, I must be willing to abide by the rules of acceptable use. I understand and agree that my parents are informed about these policies and rules.

Internet access is designed for educational purposes and Rochester Montessori School has taken available precautions to eliminate controversial material. However, it is impossible for the Rochester Montessori School to restrict access to all controversial materials and the Rochester Montessori School may not be held responsible for the student's improper use of the network or Internet. Parents have full responsibility for supervision if and when their child's use is not in a school setting.



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As a student of Rochester Montessori School, I agree to comply with the rules stated in the Student Acceptable Use Agreement.

Student Signature: _____ **Date:** _____

As the parent or legal guardian of the student signing above, I have read all of the accompanying guidelines and am in agreement with them.

Parent Signature: _____ **Date:** _____