

Kennebec Montessori School Internet Safety Policy

Purpose

This policy outlines the acceptable use of computers and of safe Internet access for students.

Guidelines

Computers are used to promote the development of technological skills and to support learning in other areas through the vast array of research tools and resources available on the Internet.

Access to the Internet at KMS is provided through Maine School and Library Network, which maintains a filtering system restricting access to inappropriate content, including obscene visual depictions, child pornography, and other sites that are harmful to minors.

Activity in the classroom is closely monitored.

The use of email and social networking is not permitted in the classroom, except under the direct supervision of a teacher.

KMS is also educating minors about appropriate online behavior outside of school, including interactions with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Responsibility

- 1) Compliance with this policy is the responsibility of all students and staff.
- 2) KMS staff, as directed by the Head of School, shall maintain this policy.

Policy

- 1) Internet Use.

a) All students and parents are required to sign and abide by the *KMS Student Acceptable Use Agreement*, which outlines the terms and conditions of this policy and its accompanying guidelines. Children of parents who opt out of this agreement will not be allowed to use the Internet or other applicable technology at school.

b) All Internet / technology use during school hours, on KMS premises, on KMS-managed field trips, or using KMS hardware / software must be in support of education and research, consistent with the educational objectives of KMS. Students must have a documented reason to access the Internet, with a topic or subject to be researched; it must be related to an assignment.

c) KMS's Internet system has a limited educational purpose and is not intended to serve as a public access service or a public forum. KMS places restrictions on its use to assure that use of KMS's computer system is in accord with its limited educational purpose. Student use of KMS's computers, network and

Internet services will be governed by this policy, the related guidelines and the student disciplinary process.

d) Students will not be allowed to access social media for personal use, including e-mail, chat rooms, instant messaging, and other forms of direct electronic communications, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use. Students are not permitted to use personal cell phones at school or on field trips.

e) Network and Internet access is provided as a tool for education. KMS reserves the right to monitor and review any usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

f) Behavior that is specifically, and globally, forbidden by this policy includes:

- "Hacking," defined as any activity that includes illicit or unwarranted access to third-party sites;
- Disclosure, use and dissemination of personal information regarding minors.

g) Staff members shall provide instruction for their students regarding appropriate technology use and online safety and security.

h) KMS does not sanction any use of the Internet that is not authorized by, or conducted strictly in compliance with, this policy and its accompanying guidelines.

i) Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them.

j) Users granted access to the Internet through the KMS's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy.

k) KMS designates the Head of School as the administrator responsible for initiating, implementing, and enforcing this policy.

l) The Internet provides students with the opportunity to communicate with people throughout the world. Access to this information and resources brings with it challenges. KMS utilizes software and/or hardware to monitor online activity of students and to impede access to material that is obscene, objectionable, inappropriate and/or harmful to minors.

It is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parent(s)/Guardian(s) assume risks by consenting to allow their child to participate in the use of the Internet.

2) Other technology

a) Other classroom technology includes, but is not limited to: laptops, tablets, cameras, projectors, televisions, DVD/VHS players.

KMS students will read and sign this agreement before using the Internet.

KMS Student Acceptable Use Agreement

KMS provides computers and the Internet for educational use. As a student, I know that I must follow these rules:

1. I will only use the Internet and computers with the teacher’s permission, and for the purpose that the teacher has requested.
2. When using information from the Internet, I will rephrase it in my own words and cite the source.
3. I will not enter inappropriate or hurtful language into the computer.
4. I will stay safe on the Internet by making sure that I never share personal information, like my full name, address, or telephone number. If anyone on the Internet tries to meet with me, I will refuse, and tell my parents or teachers immediately.
5. I will let my teacher know immediately if I see anything on the Internet that is inappropriate or that makes me uncomfortable.
6. I will respect the school computer equipment. I will be sure to take good care of the equipment I use, and will not change any desktops, controls or anyone else’s files.
7. I will only use my own passwords that have been given to me by the teacher.
8. I will not put any disks or CDs into the computer unless they are approved by the teacher.
9. I will only download information onto school computers under the direction of my teacher.
10. I will not buy or sell anything using the school computers.
11. I understand that I will only be able to use school computers if I follow these rules.
12. I understand that I may not use my phone at school or on school field trips.

Signature of student: _____

Signature of parent / guardian: _____

Date: _____

[address]

Definitions

1. "Surfing" is the term for unstructured searches, or just exploring to see what is out there.
2. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:
 - (A) the average person, applying contemporary community standards, would find, taking the material as a whole and with respect to minors, is designed to appeal to, or is designed to pander to, the prurient interest;
 - (B) depicts, describes, or represents, in a manner patently offensive with respect to minors, an actual or simulated sexual act or sexual contact, an actual or simulated normal or perverted sexual act, or a lewd exhibition of the genitals or post-pubescent female breast; and
 - (C) taken as a whole, lacks educational, literary, artistic, political, or scientific value for minors.