

## **Student Technology Policy**

This policy is set forth by Leelanau Montessori Public School Academy and governs the use of technology at LMPSA and in the home for school-related purposes.

### **Overview**

LMPSA offers Chromebooks for each student ages 5-12. Our Learning at Home program/Remote Learning option is accessed on our website, [leelanaumontessori.org](http://leelanaumontessori.org)

Each K-6th student enrolled in our LAH program must review and sign the acceptable use form.

Each student has a password protected email account that provides access to classroom correspondence and online classrooms. LMPSA will use Google classroom and Google hangout for virtual meetings and some documents.

LMPSA provides computer equipment, network access and access to the Internet for educational use, not for personal or entertainment purposes. These resources are provided to users to collaborate and share information locally, communicate and collaborate nationally and internationally, learn new concepts and software and research diverse subjects. Users are expected to make responsible choices when using technology.

Everyone, including parents, guides, administration and students are encouraged to discuss the appropriate, ethical and responsible use of the Internet and technology in both home and school environments. This policy applies to school-provided computers, personal laptop computers and cell phones (including iPods, iPhones, iPads) when used on school grounds and more generally applies to communication between members of the school community.

### **Purpose**

LMPSA has adopted this Acceptable Use Policy to set guidelines for accessing the computer network and the Internet. The guidelines are in place to protect the school and its users. Inappropriate use of technology exposes the school to risks including virus attacks, the compromise of network systems and services and legal ramifications.

All users with school-provided access to technology are required to review this policy yearly. By reviewing this policy, users agree to follow the rules set forth in this policy. Parties agreeing to this policy also understand that LMPSA may revise the Acceptable Use Policy as it deems necessary.

### **User Responsibilities**

- Technology security is the responsibility of all LMPSA users who use the school's technology resources.
- Users should refrain from opening email attachments that are from unknown sources or are suspicious in nature.
- Users should log out of any computer if it will be left unattended or shut down any computer if it will be unused for the weekend or any other long periods of time including but not limited to breaks and vacations.

### **Acceptable Use**

- Use the Internet, network access and technology responsibly, appropriately and respectfully in accordance with the requirements of each particular assignment or task.
- Use the Internet, network access and technology only for school-related work and only visit web sites related to school work.

- Ask permission to download, upload or stream anything from/to the Internet; (e.g. software, music, games, movies and pictures).
- Document materials used as resources, and learn to evaluate sites regarding their credibility as sources.
- Model appropriate and respectful Internet use etiquette.
- Report immediately any information received that is inappropriate or uncomfortable; any security problems identified on the network; any accidental visit to sites containing obscene and/or inappropriate material.

### **Unacceptable Use**

LMPSA technology equipment and networks are for professional, academic and administrative use. Prohibited uses include, but are not limited to:

- Selling or purchasing any illegal substance.
- Online gambling and gaming.
- Accessing, transmitting or downloading sexually explicit or obscene content, or material that is in violation of sexual harassment laws.
- Transmitting or downloading confidential information that the user is not legitimately entitled to access.
- Download any material to a school computer from a flash drive without permission.
- Unauthorized copying of copyrighted material is strictly prohibited. Copyrighted material includes but is not limited to digitization and distribution of photographs and articles from magazines, books or other copyrighted sources, copyrighted music, movies, games and television broadcasts, and the installation of any copyrighted software for which LMPSA or the end user does not possess an active license is strictly prohibited.
- Any form of harassment via email, chat, telephone, texting or paging is strictly prohibited.

### **Uses that cause harm to others or damage to their property are unacceptable.**

Unacceptable uses include, but are not limited to:

- Deleting, copying, modifying or forging other users' emails, files or data. Disclosing one's account password to other users or sharing accounts.
- Accessing another user's email or network account without their permission, and as a result of that access, reading or forwarding the other user's e-mails or files without that user's permission.
- Purposefully damaging computer equipment, files, data or the network.
- Circumventing a users' ability to access their account or perform other required duties which use technology; (e.g. changing another user's password).
- Accessing, transmitting, downloading or executing computer viruses, Trojan horses or other harmful files, code or programs.
- Accessing, transmitting or downloading "chain letters" or any type of "pyramid schemes."
- Network use that greatly diminishes bandwidth availability including but not limited to online gaming, audio and video streaming, and large file downloads such as music, movies, television broadcasts, and software unless otherwise approved.

### **Internet Safety**

Due to the anonymous nature of the Internet and Email, it is important for users to follow safety precautions while using the Internet.

- Users are not permitted to use Instant Messaging or any chat programs unless otherwise approved.

- Users should never give out identifying information—full name, home address, school name, or telephone number when signing up for a service, chatting or posting to a public bulletin board.
- Users, in general, should be cautious about providing personal information.
- Users should never respond to email messages, chats or electronic forum items that are suggestive, obscene, belligerent, threatening or make them feel uncomfortable.
- Users should report any suggestive, obscene, belligerent, threatening or uncomfortable experiences to the administration.

### **Enforcement**

The use of LMPSA computer equipment, network access and Internet services is a privilege, not a right, and inappropriate use may result in your privileges being denied, revoked or suspended at any time. Inappropriate use may also lead to disciplinary action.

### **Parent/guardian responsibilities**

Outside of school, parents/guardians bear responsibility for providing guidance on Internet use, just as they do with other information sources such as television, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their child's use of the Internet and access to LMPSA technology resources, including online learning spaces, collaboration tools, and educational resources.

### **Monitor Student Use**

The parent/guardian must agree to monitor student use of technology at home, away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

### **Suggestions**

- Investigate parental controls available through your Internet/phone service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

## Purpose:

The purpose of this document is to outline the cleaning procedure guidelines outlined under the CDC's Recommendations during the COVID-19 pandemic for best practices of cleaning and sanitizing common tech devices ranging from iPad, to laptops.

## Notes:

This document is subject to change as the CDC's recommendations change. Please review the revised guidelines published at the CDC's website, as well as the manufacturer's recommended cleaning procedures.

## Procedure:

1. Wipe down all surfaces of the device with a dry microfiber cloth, or a dry lint-free alternative. Ensuring that lint is not left behind.
  - a. If there is lint left behind you can lightly dampen a cloth to pick the lint up of the surface. Ensure that no excess liquid is left behind.
2. Using a disinfectant wipe (**Not containing bleach**, or greater than 70% isopropyl alcohol) wipe the exterior, Interior, keyboard (if applicable) ensuring that no liquid is left behind.
  - a. If liquid is left behind take your dry cloth and wipe the excess liquid away
  - b. For smudges or blemishes, wipe the area again with the disinfectant, pressing light pressure down onto the impurity.
3. Allow the disinfectant to dissipate leaving the device dry to the touch
4. Using a non-static disinfectant wipe, wipe the display of the device gently with the wipe
  - a. If a non-static wipe is not available it is possible to use a solution of 70% isopropyl alcohol, and 30% water on a microfiber cloth ensuring the cloth is damp but not drenched.
  - b. Smudges or blemishes apply light pressure with the wipe ensuring that no excess liquid is left behind. Until the impurity is gone.
5. Wipe the screen with a dry microfiber cloth

**Procedure complete.**

# Internet Acceptable Use Policy

## Be Responsible

### I will.....

- Follow sign up and time allowance routine
- Use electronic devices, internet and the network for agreed upon learning objectives (typing, research, projects)
- Use only my account
- Follow copyright laws

## Be Respectful

### I will....

- Communicate online in a respectful manner
- Treat the equipment with care
- Respect the work and privacy of others

## Be Safe

### I will....

- Keep my login information private
- Tell an adult if I read something on the internet that makes me feel uncomfortable
- Not share my personal information online

*\*Inappropriate use may result in loss of internet privilege.*

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Parent

\_\_\_\_\_

Date

# Leelanau Montessori STUDENT/PARENT LAPTOP USE AGREEMENT

**Student Name:** \_\_\_\_\_ **Current Grade:** \_\_\_\_\_

**Parent/Guardian Name:** (please print) \_\_\_\_\_

For the purpose of this agreement, “we”, “us”, and “our” means the Leelanau Montessori Public School Academy (LMPSA). “You” and “your” means the parent/guardian and student enrolled in LMPSA. The “property” is a laptop owned by LMPSA with the asset tag number listed at the top of this agreement.

**Terms:** You agree to **follow at all times the Student/Parent Expectations and Acceptable Use Policy**, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property.

**Title:** Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Student/Parent Expectations.

**Loss or Damage:** If the property suffers out of warranty damage you are responsible for the reasonable cost of repair. Loss or theft of the property must be reported to the District by the next school day after the occurrence. In the event of theft, a police report must be submitted to the District in order to receive a loaner computer while the situation is being resolved.

**Return:** Computers must be returned on the appointed day at the end of the school year or immediately upon unenrollment from LMPSA.

**Repossession:** If at any time you do not timely and fully comply with all terms of this Agreement, including the timely return of the property, the District shall be entitled to declare you in default.

**Term of Agreement:** Your right to possession and use of the property terminates upon withdrawal from the District, unless terminated earlier by the District or in writing by the parents.

**I have reviewed and agree to the laptop use expectations, acceptable use policies, and terms stated above:**

User's  
Signatures:

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date