MEMS Adolescent Program Acceptable Use and Technology Policy

The faculty at MEMS realizes the benefits of providing internet and technology access to students for educational purposes. We understand that our students' ability to appropriately use technology will be critical to their future success as global citizens. Students will be given opportunities to develop keyboarding skills, programming skills, internet research skills, photo and video editing skills, as well as become proficient in their use of common software programs including Microsoft Office, Pinnacle, and Lab Quest. The ability to acquire new knowledge and effectively use existing knowledge will be aided through the use of technology.

In order to provide access to technology and the internet, all students must take personal responsibility for appropriate and lawful use. Students must understand that any misuse of the network and internet access may jeopardize their privilege to have access to any and all technology while at school. *Students with their parents or guardians must read and sign this technology agreement prior to getting access to the school's internet.* Although MEMS faculty will take protective measures to prevent the viewing of offensive, inappropriate, inaccurate, or unlawful images and content, no guarantee can be made that such material will not be viewed by students.

This policy pertains to the use of all technology resources such as cell phones, computers, iPads, Android tablets, video equipment, cameras, printers, copy machines, Vernier probes, TI Nspire calculators, and information storage devices.

Students may bring their own technological devices including laptops, iPads, tablets, and cameras *for educational purposes only* provided that the device has current, up-to-date virus protection software. Students that choose to bring their own devices are responsible for the maintenance and repair of that device. MEMS faculty reserve the right to confiscate any form of technology if its use is not deemed appropriate.

Acceptable Use Terms

Privacy: A MEMS faculty member or an individual selected to act on behalf of a MEMS faculty member may review communications either sent or received on any device, both personal and MEMS property, that is in use during the school day or while attending a school function. MEMS reserves the right to monitor all technology usage during school hours, while on educational trips, or while attending any school sponsored event.

Accessing Electronic Files: Students may not log in as another student on any device; they may not alter a program, or access files of another student or staff member.

Cell Phone Use: Cell phones may not be accessed during the regular school day. This includes phone calls, sending and receiving text messages, taking photos, or using social media. Parents needing to contact their children will need to do so through the school office. Students may, with direct explicit permission of a MEMS faculty member, use their cell phones to contact parents or guardians to make alternate arrangements for pick up, supplies and the like *during non-instructional hours.* Cell phones are to remain turned off or put in silent mode during the school day and during any school function.

Illegal Downloading and Copying: Students shall comply with all copyright laws. The illegal downloading of music, videos, photos, software, shareware, databases, and digital graphics is forbidden.

Obscene and inappropriate language, pictures and material: Students may not access material containing vulgarity, profanity, pornography, harassing or otherwise offensive material. This includes but is not limited to material encouraging violence, hate crimes or other illegal acts. A faculty or staff member should be notified immediately should a student accidently encounter such material.

Social Media and Wireless Network: Students are prohibited to use all forms of social media during the school day or during school events. Students shall not post any photos or videos taken during the school day without explicit written permission from a MEMS faculty member.

Using any device during the school day in a manner not consistent with educational needs is prohibited and will result in the immediate confiscation of the device. The confiscated device will be given to an administrator and released to the student's parent.

Rules Governing Acceptable Use

As a MEMS student I agree to:

1. Use all forms of technology in a respectable way, and will report any observable forms of misuse immediately to a faculty member.
2. Not use electronic devices to bully, intimidate, or embarrass others both in and outside of the community.
3. Not to give out personal information, including my name, age, grade, school, address, or phone number to anyone via the internet or social media.
4. Not to view, send, or display or copy any pornographic material, offensive messages or pictures.
5. Not to illegally download music, movies, pictures, games, or other written material, programs, or use file sharing programs such as Kazaa or Morpheus.
6. Not to upload or install a worm, virus, Trojan Horse, spyware, "time bomb," or other forms of malware.
7. Not to access another individual's account or participate in computer hacking.
8. Not to use or access any form of social media or participate in chat rooms, or instant messaging during school hours or school events.
9. Not to change passwords without permission of a MEMS faculty member.
10. To obey and follow all copyright laws.

I have read and understand the MEMS Adolescent Program Acceptable Use and Technology Policy. By signing my name below I agree to comply with the rules and terms of this policy. I understand that access to technology and the internet is for educational purposes only. Any infringement of this policy may result in disciplinary measures. I also understand that it is impossible to restrict access to all forms of illegal and/or offensive materials and agree to indemnify and hold harmless Metro East Montessori School any claims, damages, losses, costs, of any kind, that may result from a student's use or misuse of technology while at school or during a school function.

Student signature _____ Printed Name _____Date _____

Parent/ guardian signature _____ Printed Name _____Date _____

Parent/ guardian signature _____ Printed Name _____Date _____