

JEFFERSON MONTESSORI ACADEMY COMPUTER NETWORK AND INTERNET USAGE POLICY FOR STUDENTS

Jefferson Montessori Academy is pleased to offer students access to the computer Network and the Internet and Google Suite. This policy applies to students granted Network and Internet access by Jefferson Montessori Academy. For Jefferson Montessori Academy to continue making Network and Internet access available, students must behave appropriately and lawfully. Upon acceptance of your account information and agreement to follow this policy, you will be granted Network and Internet access. If you have any questions about the provisions of this policy, you should contact your teacher, the Jefferson Montessori Academy administrative office or Principal before signing this agreement. If you or anyone you allow to access your account (itself a violation of this policy) violates this policy, your access will be denied or withdrawn. In addition, you may be subject to disciplinary action, up to and including expulsion.

1. PERSONAL RESPONSIBILITY

By accepting your account password and related information, and accessing Jefferson Montessori Academy's Network or Internet system and Google Suite, you agree to adhere to this policy. You also agree to report any Network or Internet misuse to your teacher and/or Head Administrator. Misuse includes policy violations that harm another person or another individual's property.

2. TERM OF PERMITTED USE

Network and Internet access and Google Suite, with permission granted annually upon receipt of signed approval of parent or guardian, extends throughout your school career with Jefferson Montessori Academy, provided you do not violate Jefferson Montessori Academy's Computer Network and Internet Usage Policy. Note: Jefferson Montessori Academy may suspend access at any time for technical reasons, policy violations, or other concerns.

3. PURPOSE AND USE

Jefferson Montessori Academy offers access to its Network and Internet system and Google Suite for school related purposes only. If you are unsure whether an activity constitutes appropriate use, consult your teacher and/or Principal.

4. NETIQUETTE RULES

Students must adhere to the rules of Network etiquette, or "Netiquette." In other words, you must be polite, adhere to Jefferson Montessori Academy's electronic writing and content guidelines, and use the Network, Internet and Google Suite appropriately and legally. Jefferson Montessori Academy will determine what materials, files, information, software, communications, and other content and activity are permitted or prohibited, as outlined below.

5. BANNED ACTIVITY

The following activities violate Jefferson Montessori Academy's Computer Network and Internet Usage Policy:

- A. Using, transmitting, receiving, or seeking inappropriate, offensive, vulgar, suggestive, obscene, abusive, harassing, belligerent, threatening, defamatory (harming another person's reputation by lies), or misleading language or materials.
- B. Revealing private information, but not exclusive to the home address, telephone number, Social Security number or academic grades of another person or yourself.
- C. Making ethnic, sexual-preference, or gender-related slurs or jokes.
- D. Engaging in illegal activities, violating school policies or encouraging others to do
- E. Causing harm or damaging others' property either physical or digital. Examples:
 - 1) Downloading or transmitting copyrighted materials without permission from the copyright holder. Even when materials on the Network or the Internet are not marked with the copyright symbol, students should assume all materials are protected under copyright laws, unless explicit permission to use the materials is granted.
 - 2) Using another student's password. Tricking recipients into believing someone other than you is communicating or accessing the Network or Internet.
 - 3) Uploading a virus, harmful component, or corrupted data.
 - 4) Vandalizing the Network.
 - 5) Using software that is not licensed or approved by Jefferson Montessori Academy
- F. Accessing or attempting to access offensive materials. Network and Internet access may expose students to illegal, defamatory, inaccurate, or offensive materials. Students must avoid these sites. If you know of students who are visiting offensive or harmful sites, report that use to your teacher and/or director and/or principal.
- G. Engaging in commercial activity on Jefferson Montessori Academy's Network. Students may not sell or buy anything over the Internet. Students may not solicit or advertise the sale of any goods or services. Students may not divulge private information--including credit card numbers and Social Security numbers--about themselves or others.
- H. Wasting Jefferson Montessori Academy's computer resources. Specifically, do not waste printer toner or paper.
- I. Encouraging others to view, download, or search for materials, files, information, software, or other offensive, defamatory, misleading, infringing, or illegal content

6. PRIVACY

Network and Internet access is provided as a tool for educational purposes only. Jefferson Montessori Academy reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the Network and the Internet, as well as any and all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with this usage. All such information, content, and files are the property of Jefferson Montessori Academy. All information contained on the Network, attached to the Network, or passing over the Network is subject to capture and review and may be used against the individual in accordance with the law.

7. NONCOMPLIANCE

Your use of the Network and the Internet is a privilege, not a right. Violate this policy and, at a minimum, your access to the Network and the Internet will be terminated, perhaps for the duration of your tenure with Jefferson Montessori Academy. Policy breaches include violating the above provisions, and failing to report violations by other users. Permitting another person to use your account or password to access the Network on the Internet, including but not limited to someone whose access has been denied or terminated, is a violation of policy. Should another user violate this policy while using your account, you will be held responsible, and both of you will be subject to disciplinary action. Criminal violations may lead to criminal or civil prosecution.