

Board Adopted: 10.21.2021

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IJNDB-R

## **Fiddlehead School Internet Safety and Acceptable Technology Use Policy**

This administrative procedure implements Fiddlehead School's Acceptable Use Technology Policy. **Acknowledgement of this policy will be required before a student may access the school's technology, networks and Internet services.**

At Fiddlehead School, we believe that technology can be a powerful tool for learning, creativity and expression. It can support the educational mission of the school and enhance the curriculum and learning opportunities. Along with the power that technology can bring, comes a responsibility to use it thoughtfully to extend the learning within the classroom.

Students shall be informed of this policy through digital citizenship education provided by the school, school handbooks, and the school website. Parents shall be informed of this policy and the accompanying rules through handbooks, the school website, and a zoom/in person meeting.

Fiddlehead School utilizes Network Maine to block materials that are inappropriate. Although it is impossible to control all materials on the network, Fiddlehead School takes precautions to supervise student use of the Internet, but collaboration and communication with parents is essential.

All learners are responsible for their actions and activities involving school technology: computers, electronic devices, network, and Internet services, and for their computer files, passwords and accounts. Students will use school technology in a responsible, efficient, ethical, and legal manner. Inappropriate use may result in loss of technology, Internet access privileges, disciplinary action, and/or legal action.

Learner access to the school's computers, electronic devices, networks, Internet and other services are provided for educational purposes consistent with Fiddlehead School's educational mission.

### **A. Personal Technology**

Students should refrain from bringing personal devices, such as Apple watches or cell phones, to school. If a student brings a personal device(s), it must be kept in their backpacks during school hours, unless they have received written permission from the Executive Director or Educational Program Director.

If a student is caught using a device without permission, their device will be confiscated for the day (first offense) or confiscated until the parent picks it up (second offense).

## **B. Personal Technology on the Bus**

Students should refrain from using their personal technology devices on the bus, unless they have received written permission from the Executive Director or Educational Program Director. If a student is caught using a personal device without permission on the bus, the device will be confiscated and returned to the student upon exiting the bus (first offense) or confiscated and returned to a parent either at the bus stop or the parent can pick it up at school (second offense).

Repeat offenders may have their seat moved to the front of the bus or may be temporarily or permanently dismissed from the bus.

\*NOTE: Cameras are being installed on the Fiddlehead bus in the fall of 2021.

## **C. Acceptable Use**

Student access to the school's technology, networks and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals.

The same rules and expectations govern student use of technology as apply to other student conduct and communications.

Students are further expected to comply with these administrative procedures and all specific instruction from the teacher or other supervising staff member/volunteer with accessing the school unit's computers, networks and Internet services.

## **D. Prohibited Use**

The user is responsible for their actions and activities involving school unit technology, networks and Internet services and for their technology files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

- 1. Accessing or Communicating Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying/cyberbullying and/or illegal materials or messages.
- 2. Illegal Activities** – Using the school's computers, electronic devices, networks, Internet and other services for any illegal activity or activity that violates any Board policies, procedures and/or school rules.
- 3. Violating Copyrights or Software Licenses** – Learners may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties.

**4. Plagiarism** – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in learner work, the author, publisher and Website must be identified.

**5. Misuse of Passwords/Unauthorized Access** – Learners may not share passwords (except with authorized school employees), use other users’ passwords and/or access other users’ accounts, or attempt to circumvent network security systems.

**6. Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school’s computers, electronic devices, networks, Internet and other services, including but not limited to hacking activities and creation/uploading of computer viruses.

**7. Avoiding School Filters** – Learners may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters. If a learner believes filtering should be less restrictive on a temporary basis for specific bona fide research purposes, he/she should discuss the matter with their teacher and/or Technology Coordinator.

**8. Unauthorized access to blogs/social networking sites, etc.** – Learners may not access blogs, social networking sites, etc. to which learner access is prohibited by the school’s filter.

#### **E. No Expectation of Privacy**

The school unit retains control, custody and supervision of all technology, networks and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all technology and Internet activity by students. Students have no expectations of privacy in their use of school technology, including email and stored files.

#### **F. Compensation for Losses, Costs and/or Damages**

The learner and/or the learner’s parent/guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred by the school unit related to violations of board policies/procedures and/or these rules, including the cost of investigation of violations, including any unauthorized charges made by learners including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

#### **G. Learner Security**

A learner shall not reveal their full name, address or telephone number, social security number or other personal information on the Internet without prior permission from a staff member. Learners will not post pictures or videos online, either their own or pictures of others, without proper permission. Learners should never meet people they have contacted through the Internet without parental permission. Learners should inform a staff member if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

#### **H. System Security**

The security of the school unit's computers, electronic devices, networks, Internet and other services is a high priority. Any user who identifies a security problem must notify an administrator.

No learner shall be allowed to use school computers or the Internet until the learner and parent/guardian have signed and returned the required acknowledgement form on the next page to the school.

## Fiddlehead School Internet Safety Policy and Acceptable Technology Use Policy - Acceptance Agreement

I have read Fiddlehead Acceptable Use Policy and understand that my child's use of school computers and technology is subject to compliance with these rules.

I understand that my child's use of the school unit's computers, electronic devices (including personally owned devices used at school), networks, school provided accounts, internet and other services is a privilege, not a right.

I understand that unacceptable use/activity may result in losing the ability to have a device or service including seizure of a personal device.

Student Name (print) \_\_\_\_\_ Grade Level \_\_\_\_\_

Address/City/State/Zip  
\_\_\_\_\_

Phone \_\_\_\_\_

Parent Signature \_\_\_\_\_

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