

Swan River Montessori Charter School

Adopted: August 2005

Revised: 9.15.20

Internet Acceptable Use & Safety Policy

PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the Swan River Montessori Charter School's (SRMCS) computer system and acceptable and safe use of the Internet, including electronic communications.

GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the SRMCS computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

LIMITED EDUCATIONAL PURPOSE

Swan River Montessori Charter School is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of Swan River and its school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

USE OF SYSTEM IS A PRIVILEGE

The use of Swan River's system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the

following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

UNACCEPTABLE USES

- A. The following uses of Swan River's system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. Pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. Information or materials that could cause damage or danger of disruption to the educational process; and/or
 - e. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the SRMCS system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the SRMCS system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the SRMCS system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the SRMCS system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the SRMCS system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

6. Users will not use the SRMCS system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not report a message that was sent to the user privately without permission of the person who sent the message.
 7. Users must keep all account information and passwords on file and/or accessible via the administrative network. Users will not attempt to gain unauthorized access to the SRMCS system or any other system through the SRMCS system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the SRMCS system may not be encrypted without the permission of the SRMCS Director.
 8. Users will not use the SRMCS system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the SRMCS system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of SRMCS. Users will not use the SRMCS system to offer or provide goods or services or for product advertisement. Users will not use the SRMCS system to purchase goods or services for personal use without authorization from the SRMCS Director.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to the SRMCS Director. In the case of a school district employee, this disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user may also access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the SRMCS Director.

FILTER

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measure utilized will block or filter Internet access to any visual depictions that are:
 1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.

- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. The SRMCS Director may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

CONSISTENCY WITH OTHER SCHOOL POLICIES

The use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the SRMCS system, SRMCS does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the SRMCS system may lead to a discovery that a user has violated this policy, another SRMCS policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child’s files. Parents have the right to request the termination of their child’s individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the SRMCS system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act).
- F. SRMCS will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the SRMCS system is at the user's own risk. The system is provided on an "as is, as available" basis. SRMCS will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district flash drives, tapes, CDs, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries on information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the SRMCS system. SRMCS will not be responsible for financial obligations arising through unauthorized use of the school district system of the Internet.

USER NOTIFICATION

- A. All users shall be notified of the SRMCS policies relating to Internet use.
- B. This notification shall include the following:
 1. Notification that Internet use is subject to compliance with SRMCS policies.
 2. Disclaimers limiting the SRMCS' liability relative to:
 - i. Information stored on SRMCS flash drives, clouds, hard drives or servers.
 - ii. Information retrieved through SRMCS computers, networks, or online resources.
 - iii. Personal property used to access SRMCS computers, networks, or online resources.
 - iv. Unauthorized financial obligations resulting from use of SRMCS resources/accounts to access the Internet.
 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though SRMCS may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents/guardians.
 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by the Public and Private Personnel Data Policy, and the Protection of Privacy of Pupil Records Policy.

7. Notification that, should the user violate SRMCS' acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

PARENT RESPONSIBILITIES; NOTIFICATION OF STUDENT INTERNET USE

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of new guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community on the school's web site at www.swanrivermontessori.org.