



Information Technology Electronic Resource Agreement

Current technology is modifying the way in which information is accessed, communicated, and transferred. These changes may also alter instruction and student learning. California Montessori Project (CMP) offers students access to technologies that may include electronic mail (through Internet access), Internet connections, and equipment, such as computers and multimedia hardware, in the technology work area of the classrooms.

With access to computers comes the availability of materials that may not be considered appropriate in the classroom. On a global network it is nearly impossible to control all materials available. Ultimately, the school staff, parents, and guardians of minors are responsible for setting and conveying the standards that students should follow when using these technology resources. CMP supports and respects each family's right to decide whether or not to allow their student access to any part of these technologies.

The Children's Internet Protection Act (CIPA) addresses concerns about access in schools and libraries to the Internet and other information. For any school or library that receives these Federal discounts for Internet access or for internal connections, CIPA imposes certain requirements. Therefore as CMP does receive such funds, we are taking every effort to follow CIPA's guidelines to restrict:

- (a) the access by minors to inappropriate matter on the Internet and World Wide Web through the use of a Content Filter appliance;
- (b) the safety and security of minors when using electronic mail and other forms of direct electronic communications;
- (c) the unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- (d) the unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (e) minors' access to materials inappropriate or harmful to them.



Technology Use and Responsibilities

The school code of conduct, as well as this document, governs access to and use of media technology. Students will be held accountable for any misuse or abuse of any school materials or resources.

The technologies provided are for students to conduct research, enrich educational experiences, and communicate with others in relation to school work. Access to technological services is given to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrator and or staff will deem what is inappropriate use, and their decision is final. The administration or staff may deny, revoke, or suspend specific privileges.

Individual users are responsible for their use of the technologies available to them. The use of these tools must be in support of education and research and must be consistent with academic expectations of CMP. Transmission of any material in violation of US or state regulations including copyrighted, threatening, or obscene material is prohibited.

CMP maintains a public Web site. Intranet Web pages may be established and maintained by staff with secondary responsibilities given to students who have the skills necessary. All content will be approved by CMP staff before posting.

The user is expected to abide by the following rules of etiquette:

- Be polite. Do not write or send abusive messages. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Be respectful with regard to others' work; user will not view, alter or otherwise modify someone else's data. This includes documents opened or contained within work folders.
- Altering the operating system, as well as general visual appearances to a technology is prohibited. Such changes may include but are not limited to screensavers, background, sounds, passwords, display setting, network setting, etc.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges with an administrative review.
- Do not reveal personal information about yourself or other students.
- Electronic mail is not guaranteed to be private. Users should only access personal mail when appropriate permission from staff is obtained and no other users need the technology for school use.
- Do not use the network in a way that would disrupt the use of the other network users.
- Malicious attempts of vandalism to harm or destroy data or equipment will not be tolerated.
- Use of personal data or equipment will not be allowed without prior approval. Additionally, proof of current and regular updates on Anti-virus protection, as well as regular disk scans, must be required prior to use once approval is obtained.
- Downloading or uploading of any kind requires prior approval. Such loading may include items from the Internet, Flash Drives, floppy disk, etc.
- Games are strictly prohibited.

Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.



Student Name: _____

Grade/Class: _____

CMP User Agreement and Parent Permission Form

After reading the Technology Rules and Responsibilities, please complete this form to indicate that you and your child agree with the terms and conditions outlined. The signature of both the student and parent/guardian are mandatory before access may be granted to the technologies available. This document, which incorporates the Use Procedure, reflects the entire agreement and understanding of all parties.

As a user of CMP technologies, I have read and hereby agree to comply with the Use Procedure.

Student Signature: _____ Date: _____

Student Name (please print): _____ Grade _____

As a parent/guardian of the student signing above, I grant permission for my child to have access to the technologies marked below. I have read and agree to the Use Procedure, and I understand that I may be held responsible for damage done by or the results of misuse by my child. I understand the expected behaviors, and I agree to accept responsibility for guiding my child and conveying to him/her appropriate standards for selecting, sharing, and/or exploring information and media.

Please check the boxes that you wish to pertain to your child:

☐ Please grant my child access to the Internet

☐ Please decline my child access to the Internet

☐ I permit CMP to post images/pictures/videos or work of my child on the school or classroom web pages

☐ I decline to permit the school to post my child's image/picture/video or work on the school or classroom web pages

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Street Address: _____

Home Phone: _____ Daytime Phone: _____

Complete and return this form to your teacher. This form will remain in effect until the student leaves the school.

Staff

I have read, understand, and agree to abide by CMP Technology Use Procedure, Use and Responsibilities Agreement. I understand that the schools policies, procedures, rules, and regulation which apply to students also apply to me as an adult user of the school's technology.

Signature: _____