



Free Horizon Montessori Computer, Internet & Related Technology Use Policy

Free Horizon Montessori follows all Jeffco Technology and Internet policies. Parents agree to these policies as part of enrollment and registration at Free Horizon Montessori.

Jeffco Technology and Internet Policies

The following policies are accepted and agreed to during the annual enrollment and registration process via Jeffco Connect:

- [JS-E1, Acceptable Use Agreement, Student Use of the Internet](#)
- [IKF, Graduation Requirements \(Current - 2012\), 2013 & Beyond](#)
- [JJA, Student Organizations](#)
- [JRA/JRC& JRA/JRC-R, Student Records/Release of Information on Students](#)
- [EHAA, Computer Security](#)

Free Horizon Montessori's Computer and Internet Use Policies in addition to Jeffco Policies

FHM provides computers, networks, and internet access to support the mission and vision of the school and to enhance the curriculum and learning opportunities for students and school staff. The school believes that the resources available through the Internet are of significant value in the learning process and prepare students for future success. At the same time, the unregulated availability of information and communication on the internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology resources.

While reasonable precautions will be taken to supervise student use of the Computers and Internet, FHM cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school.

Before a student is permitted to use FHM computers, Google Apps for Education account and/or internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgment. FHM will retain the signed acknowledgment.

The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with FHM policy and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

Computer Use is a Privilege not a Right

Student use of the school's computers, networks, internet services, and related technology is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional

disciplinary and/or legal action. The school's administration shall have final authority to decide whether a student's privileges will be denied or revoked.

No expectation of Privacy

FHM retains control, custody, and supervision of all computers, networks, and internet services owned by FHM. FHM reserves the right to monitor all computer and internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files. At this time, use of personal devices is not permitted unless documented as an accommodation in a Section 504 Plan or IEP.

Compensation for Losses, Cost and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating FHM for any losses, costs or damages incurred by FHM related to violations of policy and/or these rules.

Google Accounts

Google Apps for Education is a special account-based service that has several useful features for students and staff members. The free tools provided by Google are available to students at school and at home online and some tools may be used offline. It does not matter whether a student is working on a Macintosh or a Windows based computer. These tools help students keep organized, prevent lost homework, and allow students to work individually or collaboratively on school assignments. When using Google Apps for Ed, students work in a safe environment because people in the outside world cannot participate in the assignment. In order to participate in an assignment, a person must be added to the site or file as a "shared collaborator." With collaboration comes increased responsibility in the hands of those who are sharing a document, spreadsheet, presentation, or site. Therefore, all users of the FHM Google Apps for Ed system must be aware of and agree to the following guidelines regarding use of this system.

- All rules, regulations, and guidelines already covered by the school Computer/Internet Access Acknowledgement, as well as all local, state, and federal laws still apply to use of this system. Nothing illegal, immoral, or otherwise deemed inappropriate by all other school policies and outside laws may be entered into or displayed via the Google Apps for Ed system.
- Google Apps for Ed is for school projects. Students or staff members using Google Apps for their own purposes are cautioned that Google files or sites should not be created unless assigned by a teacher or after specific permission by a school employee.
- When sharing a document, spreadsheet, presentation, or other file with other users, one agrees that: All users are agreeable to receiving an invitation to collaborate. All users must report any violations of any school policies or government laws immediately. All users must be treated with grace and courtesy.

Parental Permission Required

Students and their parent/guardian are required to sign and return the Computer and Internet Access Acknowledgment Form before they will be given independent access to FHM's computers, networks, and internet services. Student's user names and passwords shall be provided to their parent/guardians. We request that parent/guardians are actively involved and monitoring their child's network and Internet activity.