

Adopted from MSBA/MASA Model Policy 524, Orig. 1996, Rev. 2023

Approved: 9/16/21 by Board of Directors

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**BLUFFVIEW MONTESSORI SCHOOL
POLICY 524
INTERNET ACCEPTABLE USE AND SAFETY POLICY**

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the Bluffview Montessori School computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the Bluffview Montessori School computer system and the Internet, including electronic communications, Bluffview Montessori School considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparing citizens and future employees to live and work in today's world. Access to the Bluffview Montessori School 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. Bluffview Montessori School expects that faculty will blend thoughtful use of the Bluffview Montessori School computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

Bluffview Montessori School is providing students and employees with access to the Bluffview Montessori School 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 Bluffview Montessori School 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 Bluffview Montessori School system to further educational and personal goals consistent with the mission of the Bluffview Montessori 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.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the Bluffview Montessori School 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 Bluffview Montessori School 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 Bluffview Montessori School policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the Bluffview Montessori School system and Internet resources or accounts are considered unacceptable:

1. Users will not use the Bluffview Montessori School 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;
 - 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 Bluffview Montessori School 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 Bluffview Montessori School system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the Bluffview Montessori School 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 Bluffview Montessori School system software, hardware, or wiring or take any action to violate the Bluffview Montessori School's security system, and will not use the Bluffview Montessori School system in such a way as to disrupt the use of the system by other users.

5. Users will not use the Bluffview Montessori School system to gain unauthorized access to information resources or to access another person's materials, information, or files without direct permission of that person.
6. Users will not use the Bluffview Montessori School 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, unauthorized labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on Bluffview Montessori School webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the Bluffview Montessori School as directory information and verification is made that Bluffview Montessori School has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by Bluffview

Montessori School as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the Head of School.

- c. These prohibitions specifically prohibit a user from utilizing the Bluffview Montessori School system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated Bluffview Montessori School official. Users will not attempt to gain unauthorized access to the Bluffview Montessori School system or any other system through the Bluffview Montessori School 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 Bluffview Montessori School system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the Bluffview Montessori School 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 Bluffview Montessori School system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of Bluffview Montessori School. Users will not use the Bluffview Montessori School system to offer or provide goods or services or for product advertisement. Users will not use the Bluffview Montessori School system to purchase goods or services for personal use without authorization from the appropriate Bluffview Montessori School official.
10. Users will not use the Bluffview Montessori School system to engage in bullying or cyberbullying in violation of the Bluffview

Montessori School's Bullying Prohibition Policy (Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off Bluffview Montessori School premises also may be in violation of this policy as well as other Bluffview Montessori School policies. Examples of such violations include, but are not limited to, situations where the Bluffview Montessori School system is compromised or if a Bluffview Montessori School employee or student is negatively impacted. If Bluffview Montessori School receives a report of an unacceptable use originating from a non-school computer or resource, Bluffview Montessori School may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the Bluffview Montessori School computer system and the Internet and discipline under other appropriate Bluffview Montessori School policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate Bluffview Montessori School official. In the case of a Bluffview Montessori School employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the Head of School. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a Bluffview Montessori School employee, the Head of School.

VI. FILTER

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the Bluffview Montessori School computer system and use of the Internet

shall be consistent with Bluffview Montessori School policies and the mission of Bluffview Montessori School.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the Bluffview Montessori School system, Bluffview Montessori School 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 Bluffview Montessori School system.
- B. Routine maintenance and monitoring of the Bluffview Montessori School system may lead to a discovery that a user has violated this policy, another Bluffview Montessori School 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 Bluffview Montessori School policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. Bluffview Montessori School employees should be aware that Bluffview Montessori School retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, Bluffview Montessori School employees should be aware that data and other materials in files maintained on the Bluffview Montessori School system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. Bluffview Montessori School 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 Bluffview Montessori School policies conducted through the Bluffview Montessori School system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of Bluffview Montessori School.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

- C. The Internet Use Agreement form for students must be read and signed by 7th and 8th graders, the parent or guardian, and the supervising teacher. 1st - 6th graders are taught lessons around safe and appropriate use of technology. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

X. LIMITATION ON BLUFFVIEW MONTESSORI SCHOOL LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of Bluffview Montessori School policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with Bluffview Montessori School policies.
 - 2. Disclaimers limiting Bluffview Montessori School's liability relative to:
 - a. Information stored on Bluffview Montessori School diskettes, hard drives, or servers.
 - b. Information retrieved through Bluffview Montessori School computers, networks, or online resources.
 - c. Personal property used to access Bluffview Montessori School computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of Bluffview Montessori School 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 Bluffview Montessori School 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.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate Bluffview Montessori School's 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.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. 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. Parents are responsible for monitoring their student's use of the Bluffview Montessori School system and of the Internet if the student is accessing the Bluffview Montessori School system from home or a remote location.
- B. Parents will be notified that their students will be using Bluffview Montessori School resources/accounts to access the Internet and that Bluffview Montessori School will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.

2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that Bluffview Montessori School's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 1. contracts with Bluffview Montessori School, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 2. creates, receives, or maintains educational data pursuant or incidental to a contract with Bluffview Montessori School.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, Bluffview Montessori School must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology

provider to access a student's educational data.

- D. Bluffview Montessori School must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and Bluffview Montessori School must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
 - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that Bluffview Montessori School, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, Bluffview Montessori School or a technology provider must not electronically access or monitor:
 - 1. any location-tracking feature of a school-issued device;
 - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. Bluffview Montessori School or a technology provider may only engage in activities prohibited by paragraph B if:
 - 1. the activity is limited to a noncommercial educational purpose for

instruction, technical support, or exam-proctoring by Bluffview Montessori School employees, student teachers, staff contracted by Bluffview Montessori School, a vendor, or the Minnesota Department of Education, and notice is provided in advance;

2. the activity is permitted under a judicial warrant;
 3. Bluffview Montessori School is notified or becomes aware that the device is missing or stolen;
 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If Bluffview Montessori School or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

- A. Students are prohibited from using cell phones and other electronic communication devices during the school day (time dropped off to time picked up). Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
- B. If Bluffview Montessori School has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

- C. Students who use an electronic communication device during the school day and/or in violation of Bluffview Montessori School policies may be subject to disciplinary action pursuant to Bluffview Montessori School's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by Bluffview Montessori School and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by Bluffview Montessori School will be returned in accordance with school building procedures.

XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVII. IMPLEMENTATION; POLICY REVIEW

- A. Bluffview Montessori School administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. Bluffview Montessori School Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 13.32 (Educational Data)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 124D.166 (Limit on Screen Time for Children in
 Preschool and Kindergarten)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity
 Act)
 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. ____ , 141 S. Ct. 2038
 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn.
 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128
 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd*
 on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v.
Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and
 Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel
 Data)
 MSBA/MASA Model Policy 505 (Distribution of
 Nonschool-Sponsored Materials on School Premises by Students
 and Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
 Records)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside
 Agencies)
 MSBA/MASA Model Policy 521 (Student Disability
 Nondiscrimination)
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional
Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School
District Property by Nonschool Persons)



INTERNET USE AGREEMENT - STUDENT

STUDENT

I have read and do understand the Bluffview Montessori School policies relating to safety and acceptable use of the Bluffview Montessori School computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Bluffview Montessori School policies relating to safety and acceptable use of the Bluffview Montessori School computer system and the Internet. I understand that this access is designed for educational purposes. Bluffview Montessori School has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Bluffview Montessori School to restrict access to all controversial materials and I will not hold Bluffview Montessori School or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

SUPERVISING TEACHER

I have read the Bluffview Montessori School policies relating to safety and acceptable use of the Bluffview Montessori School computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the Bluffview Montessori School system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____



INTERNET USE AGREEMENT - EMPLOYEE

BLUFFVIEW MONTESSORI SCHOOL EMPLOYEE

I have read and do understand the Bluffview Montessori School policies relating to safety and acceptable use of the Bluffview Montessori School computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____