Effective date: September 28, 2020

Pacific Montessori Society
Technology Policy

1. Policy Statement

The Pacific Montessori Society recognizes the educational value of technology for its students and provides them with access to these resources during school hours. Use of computers, interactive white boards and the internet for educational purposes can assist in improving and enriching teaching and learning in the school's classrooms. Access to these forms of technological resources are a privilege, not a right, and therefore carry responsibilities for all involved.

Students typically have minimal self-regulation around the use of screens, which may have a negative impact on their education. In addition, expensive pieces of technology may be damaged, lost or stolen if brought to school.

This policy outlines the proper and acceptable use of all aspects of the Selkirk Montessori technology resources and of personal technology resources that are brought to the school by students.

Selkirk Montessori wants to encourage face-to-face communication with students, parents and teachers. The school will reiterate the policy at parent meetings before the start of every school year.

2. Policy in Full

2.1 Computers/Internet

The use of computers in the school by students is for educational purposes only. Teachers in grades 5-8 will assign one laptop per two students in their classes. These students will be responsible for the use and care of each computer, ensuring that they are handled carefully and plugged in after use.

Every user must take responsibility for his or her uses of the network and internet. The school monitors the online activities of users through direct observation and technological means. The school will provide technical support for the repair and maintenance of technology equipment in classrooms.

Students will:

- Only access the internet in the school under the supervision of a teacher; and
- Abide by network etiquette (ROCKS). Be polite and considerate. Use appropriate behavior, language and graphics on devices and the internet.

Students will refrain from:

- Changing any of the parameters or settings on the school computers, including screen savers or wallpaper.
- Knowingly visiting sites on school computers that are pornographic, racist, and/or violent or in any way connected to terrorist activities.
- Using the school computers to go into social media accounts.
- Downloading software (i.e. games, apps, music) on school computers/tablets.
- Hacking, including the accessing, storing, transferring, altering, deleting, installing, or downloading files.
- Utilizing computers to cause harm to others or damage property.
- Invading or violating the privacy of another user of the computer systems in the school; and
- Misrepresenting themselves as another user on the computers.

2.2 Interactive White Boards

- Are accessed by teachers for a variety of uses.
- Students may use interactive white boards with teacher supervision; and
- Students will refrain from utilizing interactive white boards to cause harm to others or damage property.

2.3 Portable/Personal Electronic Devices (PEDs)

Selkirk Montessori school is not responsible for lost or stolen PEDs that students choose to bring to the school.

- PEDs used for educational or medical purposes are allowed; however, parents must wipe/uninstall games and any other unnecessary applications from the device before they come to school.

- Mobile phones brought to school by students are required to be off/on airplane mode and in lockers until classes/extended day are over unless there is a recommendation for their use in an Individual Education Plan (IEP).   This use will be supervised by the classroom teachers.
- Any non-educational/medical use of a PED during school hours will be addressed by the member of staff that is aware of the problem (Stage I of our Discipline Policy). The device will be confiscated, and a note will go home on Transparent Classroom asking parents to talk to their child about respecting the rules (ROCKS).
- If there is a second breach of the policy, the device will be confiscated, and the issue will be addressed with the involvement of the Head of School or their delegate (Stage II of our Discipline Policy).
- Students in KP are asked to refrain from bringing devices to school.
- Students in Grades 1-4 are asked to refrain from bringing devices to school unless they are for educational/medical use. If they are brought to school, they should be given over to a supervisor or teacher for safe keeping.
- Students in Grades 1-8 are allowed to have fitness trackers at school; however, they cannot be PEDs. If they become a distraction, they may be confiscated.
- Students will refrain from bringing portable electronic devices to school sponsored events (musicals, track meet, field trips, camping, etc.).

2.4 Tech-Free Zone

- 'Tech Free Zone' signs are posted outside the KP and grade 1-2 classes.

Definitions:

- Portable/Personal Electronic Devices (PEDs) – these devices are typically consumer electronic devices, capable of communications, data processing and /or computing. Examples are laptop computers, tablets, e-readers, smartphones, smartwatches, MP3 players and electronic toys.

- ROCKS – Respect, Open mindedness, Communication, Kindness and Success

References:

Pacific Montessori Society Discipline Policy