

Kimberton Waldorf School's Learning Beyond the Classroom curriculum calls for integrating technology into our instructional programs and practice. Use of the internet by students and/or parents in any grade is required to be directly related to specific curriculum objectives and Learning Beyond the Classroom. At the Early Childhood and Lower School level (Grades 1-8), access to the internet should take place under the direct supervision of an adult.

For your child's safety, we strongly recommend that you monitor your children's at-home access to the Internet and Apps, whether via computer, phone or other device. We also request that you instruct your child not to use their home computers or other electronic devices to transmit material that is inappropriate or offensive, particularly to schoolmates or staff members.

If your child's teacher chooses to use Microsoft Teams to communicate with their students or parents, your child will be issued a KWS email account. This account is part of Microsoft Office 365, and thus enables the user to have access to Office 365 products and educational apps. Parents of students in Rosebud through Grade 8 will be issued usernames and passwords on behalf of their children. High School students are granted permission by the school to maintain their accounts.

Kimberton Waldorf School has the ability to access historical data, even if deleted. We as an organization are giving you, the parents, the rights to your child's username and password, and with that ask you to supervise your child's use of technology provided by our school.

With the use of electronic resources comes the need for personal responsibility on the part of users. To ensure responsible use of online resources, KWS has implemented an Acceptable Use Policy. Please read and discuss this information with your child and emphasize its importance. Noncompliance can result in disciplinary measures.

Thank you for your cooperation in helping us to ensure that all our students make use of our Beyond the Classroom resources in a safe and responsible manner.

ACCEPTABLE USE POLICY FOR ONLINE BEYOND THE CLASSROOM TOOLS

KWS's expectations for behavior and language in the use of the KWS school account must be consistent with classroom standards. The guidelines listed below are intended to govern the use of KWS-provided Office 365 account and its Apps whether the account is accessed in or outside of the school environment or on school-owned, public, or personal computers.

STUDENT EXPECTATIONS AND RESPONSIBILITIES

1. Students will use Microsoft Teams, Edmodo or other learning platforms used by our school only to do schoolwork, and not for any other reason. Students will not store material that is not related to their schoolwork in these platforms.
2. Students will use the Internet only with their parents' permission.
3. Students will not give their password to anyone else, and Students will not ask for or use anyone else's password.
4. Students will not share their address or telephone number, or any other personal information about themselves or anyone else on Microsoft Teams, Edmodo or other learning platforms used by our school.
5. Students will not upload, link, or embed an image other than for the purpose of their schoolwork.
6. Students will not break copyright rules or take credit for anyone else's work.
7. Students will be polite and considerate when using online platforms used by our school; Students will not utilize the school's online platforms to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; Students will not use swear words or any other rude language.
8. Students will not take photos or record video of any student, teacher or administrator unless they have that individual's express permission to do so.
9. Students will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.
10. Students will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion or sex.
11. Conduct that is forbidden in school is also forbidden when using online platforms at home; if it interferes with other students' education, and if the above rules are broken there will be consequences given.
12. Students are entirely responsible for the confidentiality of their email accounts, passwords, personal information, and for any activities that occur in the use of their accounts.

13. Students should have no expectation of privacy when using KWS email accounts or Microsoft Office programs.
14. Students should notify his/her teacher or school administration immediately if any unauthorized use is made of his/her school-provided email account.
15. Students should report immediately to his/her teacher or school administrator the receipt of any unwanted or inappropriate emails from KWS employees.
16. Most importantly, KWS urges any student who receives any harassing, threatening, intimidating, or other improper message through the online platforms or school email account to report it immediately.

KWS STUDENT ACCOUNT GUIDELINES

- All accounts will be password protected.
- KWS Accounts are "closed" accounts, meaning they can only email students and staff within the school about school related topics only.
- It is the students' (Gr 9-12) and parents' (Rosebud-Gr 8) responsibility to maintain the personal account and password.
- The ability of KWS to protect privacy does not extend outside of KWS-provided accounts. Therefore, parents agree that KWS is not liable for any threatening, defamatory, obscene, offensive, or illegal content received from any other party, nor is it liable for any infringement of another's rights that may occur.
- As the owner of the students' accounts, KWS reserves the right to monitor its systems to ensure that they are being used in accordance with the Acceptable Use Policy.
- Misuse of the KWS school account resulting in violations of these guidelines will be treated in accordance with existing procedures, and the Board's policy regarding Exclusion of Students.
- Students must understand that KWS has reserved the right to conduct monitoring of these the school accounts and Microsoft Office programs and can do so despite the assignment of passwords to individual students for system security.