

STUDENT COMPUTER AND INTERNET USE AND INTERNET SAFETY RULES

These rules accompany Board policy IJNDB (Student Computer and Internet Use and Internet Safety). Each student is responsible for his/her actions and activities involving MSAD 55 computers, (including iPads, tablets, laptops, and other devices issued to students), networks and Internet services, and for his/her computer files, passwords and accounts.

These rules provide general guidance concerning the use of MSAD 55's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

A. **Acceptable Use**

MSAD 55's computers, networks and Internet services are provided for educational purposes and research consistent with MSAD 55's educational mission, curriculum and instructional goals.

All Board policies, school rules and expectations concerning student conduct and communications apply when students are using computers, whether the use is on or off school property.

Students are also expected to comply with all specific instructions from teachers, school administrators, school staff, or volunteers when using MSAD 55's computers.

B. **Consequences for Violation of Computer Use Policy and Rules**

Compliance with MSAD 55's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after having been given the opportunity to respond to an alleged violation, have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other pertinent factors. When a student's privileges have been limited or suspended, at the request of a teacher, the principal may allow use in individual classrooms under the direct supervision of school staff on a case by case basis.

C. **Prohibited Uses**

Examples of unacceptable uses of MSAD 55 computers that are expressly prohibited include, but are not limited to, the following:

1. **Accessing or Posting Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive,

obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials, or engaging in “cyber bullying;”

2. **Illegal Activities** – Using MSAD 55’s computers, networks and Internet services for any illegal activity or in violation of any Board policy or school rules. MSAD 55 assumes no responsibility for illegal activities of students while using school computers;
3. **Violating Copyrights** – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner’s permission. MSAD 55 assumes no responsibility for copyright violations by students;
4. **Copying Software** – Copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. MSAD 55 assumes no responsibility for illegal software copying by students;
5. **Plagiarism** – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified;
6. **Non-School-Related Uses** – Using MSAD 55 computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments;
7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts;
8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to MSAD 55 computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
9. **Unauthorized Access to Blogs/Chat Rooms/Social Networking Sites** – Accessing blogs, chat rooms or social networking sites to which student access is prohibited.

D. **No Expectation of Privacy**

MSAD 55 computers remain under the control, custody and supervision of MSAD 55 at all times. Students have no expectation of privacy in their use of school computers, including email, stored files and Internet access logs.

E. **Compensation for Losses, Costs and/or Damages**

The student and his/her parents are responsible for compensating MSAD 55 for any losses, costs or damages incurred by MSAD 55 for violations of Board policies and school rules while the student is using MSAD 55 computers, including the cost of investigating such violations. MSAD 55 assumes no responsibility for any unauthorized charges or costs incurred by a student while using MSAD 55 computers.

F. **Student Security**

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

G. System Security

The security of MSAD 55's computers, networks and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

H. Additional Rules for Computers Issued to Students

1. Computers are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. Before a computer is issued to a student, the student must sign the school's "acceptable use" agreement. Parents are required to attend an informational meeting before a computer will be issued to their child. Attendance will be documented by means of a "sign in" sheet. The meeting will orient parents to the goals and workings of the computer program, expectations for care of school-issued computers, Internet safety, and MSAD 55's rules in regard to use of this technology.
3. Students and their parents are responsible for the proper care of computers at all times, whether on or off school property, including costs associated with repairing or replacing the computer. MSAD 55 offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the computer warranty. Parents who choose not to purchase insurance should be aware that they are responsible for any costs associated with loss, theft or damage to a computer issued to their child. Additionally, these children are not allowed to take their computer off campus.
4. Loss or theft of a computer must be reported immediately to the Technology Coordinator or Principal, and, if stolen, to the local law enforcement authority as well.
5. The Board's policy and rules concerning computer and Internet use apply to use of computers at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of computers issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a computer may result in a student's computer being confiscated and/or a student only being allowed to use the computer under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.

7. Upon request, parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the computer and Internet access when in use at home.
8. The computer may only be used by the student to whom it is assigned and by family members, to the extent permitted by the MLTI program.
9. Computers must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Cross Reference: IJNDB – Student Computer and Internet Use

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