

Section 5: Student Computer and Internet Use Rules

These rules accompany MSAD#55 Board policy IJNDB, Student Computer and Internet Use. Each student is responsible for his/her actions and activities involving M.S.A.D. #55 computers, networks and internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of M.S.A.D. #55 computers and examples of prohibited uses. These 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. Consequences for Violation of Computer Use Policy and Rules

Student use of M.S.A.D. #55 computers, networks and Internet services is a privilege, not a right. Compliance with M.S.A.D. #55 policies and rules concerning computer use is mandatory. Students who violate these policies and rules may 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. Please refer to the MSAD#55 Technology Offense Rubric on the following page for specific consequences.

B. Acceptable Use

M.S.A.D. #55 computers, networks and Internet services are provided for educational purposes and research consistent with the school unit'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. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using M.S.A.D. #55 computers.

C. Prohibited Uses

Examples of unacceptable uses of M.S.A.D. #55 computers that are expressly prohibited include, but are not limited to, the following:

1. Accessing 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.
2. Illegal Activities. Using M.S.A.D. #55 computers, networks and Internet services for any illegal activity or in violation of any Board policy or school rules. M.S.A.D. #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 (see Board policy/procedure EGAD, Copyright Compliance). M.S.A.D. #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. M.S.A.D. #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. Please refer to the SVHS Academic Integrity Code for more information.

6. Non-School Related Uses. Using M.S.A.D. #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 M.S.A.D. #55 computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

9. Unauthorized Access to Blogs/Chat Rooms. Accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

M.S.A.D. #55 computers remain under the control, custody and supervision of M.S.A.D. #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 M.S.A.D. #55 for any losses, costs or damages incurred by the school unit for violations of Board policies and school rules while the student is using school unit computers, including the cost of investigating such violations. M.S.A.D. #55 assumes no responsibility for any unauthorized charges or costs incurred by a student while using M.S.A.D. #55 computers.

MSAD#55 Technology Offense Rubric

Infraction:	1st Offense:	2nd Offense:	3rd Offense:
Breakage/damage of school-issued device due to negligence	Loss of device until repaired and payment received; payment of damages per Go Home Plan.	Loss of device until repaired and payment received; payment of 100% of damages.	Payment of 100% of damages, permanent loss of device.
Taking school-issued device home when not allowed	Loss of device until one office detention served.	Loss of device for one week and until one office detention served.	Loss of device for one month and parent conference to develop plan.
Carelessness—leaving school-issued device unattended or laying around	Verbal warning.	Loss of take-home privilege for one week (or loss of device for same period if student does not have permission to take home).	Loss of device for one week plus one office detention and parent conference to develop plan.
Rough use—throwing school-issued	Loss of device for one week and until office	Loss of device for one week plus one day	Loss of device for remainder of school

device on table, rough handling, tossing, etc.	detention served.	ISS and parent conference.	year in addition to additional school consequences to be determined on case-by-case basis.
Intentional breakage/damage (vandalism)	Permanent loss of device, 100% restitution, referral to SRO.		
Viewing/accessing inappropriate content including but not limited to: sexually explicit or suggestive materials, gambling, materials which are offensive, defamatory, discriminatory, and/or illegal	Loss of device for period of time TBD by administrator in addition to other school consequences to be determined on case-by-case basis.	Loss of device for not less than one month in addition to other school consequences to be determined on case-by-case basis.	Permanent loss of device in addition to other school consequences to be determined on case-by-case basis.
Using school-issued device and/or school network to cyber bully or harass other student(s)	Loss of device for period of time to be determined by administrator in addition to other school consequences specified in Negative Peer-to-Peer Rubric.	Loss of device for one month in addition to other school consequences as specified in Negative Peer-to-Peer Rubric.	Permanent loss of device in addition to other school consequences as specified in Negative Peer-to-Peer Rubric.
Using school-issued device and/or school network to cheat	Loss of device for one week in addition to other school consequences to be determined on case-by-case basis.	Loss of use for one month in addition to other school consequences to be determined on case-by-case basis.	Permanent loss of device in addition to other school consequences to be determined on case-by-case basis.

NOTES:

A parent will be notified in all cases regarding technology/computer related offenses.

Students who have lost their take-home privilege due to misuse must bring their device to the main office at the end of each school day and pick it up in the morning. Failure to do so will result in additional consequences.

Students who have lost use of their devices may sign out an old white MacBook for a period at a time on an as-needed basis only, with a note from their teacher.

-Updated August, 2016