

**MSAD #29
STUDENT COMPUTER AND INTERNET USE**

MSAD #29 computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises.

Student use of school computers, networks and Internet services is a privilege, not a right. Compliance with the school unit's 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.

MSAD #29 computers remain under the control, custody and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

MSAD #29 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. MSAD #29 takes precautions to supervise student use of the Internet, but parents should be aware that MSAD #29 cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others as he/she deems appropriate.

Cross Reference: IJNDB-R – Student Computer and Internet Use Rules
GCSA – Employee Computer and Internet Use
IJND – Distance Learning Program
EGAD – Copyright Compliance
JIC – Student Code of Conduct

Legal Reference: 47 USC § 254(h)(5) (Children's Internet Protection Act)

1ST READING: September 11, 2006

2ND READING: October 2, 2006



MSAD #29
STUDENT COMPUTER AND INTERNET USE RULES

These rules accompany Board policy IJNDB (Student Computer and Internet Use). Each student is responsible for his/her actions and activities involving school unit computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit'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. Consequences for Violation of Computer Use Policy and Rules

Student use of the school unit computers, networks and Internet services is a privilege, not a right. Compliance with the school unit's 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.

B. Acceptable Use

The school unit's 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 the school unit's computers.

C. Prohibited Uses

Examples of unacceptable uses of school unit 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 the school unit's computers, networks and Internet services for any illegal activity or in violation of any Board policy or school rules. The school unit 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). The school unit 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. The school unit 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 the school unit's 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 the school unit's 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 news groups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

MSAD #29 computers remain under the control, custody and supervision of the school unit at all times. Students have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

E. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the school unit 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. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit 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 the school unit'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 Laptops Issued to Students

1. Laptops are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. Before a laptop is issued to a student, the student and his/her parent must sign the school's acknowledgment form.
3. Students are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop.
4. If a laptop is lost, this must be reported to the principal immediately. If a laptop is stolen, a report should be made to the local police and principal immediately.
5. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop 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. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student to whom it is assigned.
9. Laptops 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

1ST READING: September 14, 2009

2nd READING: October 5, 2009

MSAD #29 INTERNET USE AGREEMENT

STUDENT:

(If you are under the age of 18, a parent/guardian must also read and sign this agreement.)

I understand and will abide by the MSAD #29 Internet Use Agreement. I further understand that any violation of the procedures is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

User Signature: _____ Date: _____

PARENT/GUARDIAN:

As the parent/guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. MSAD #29 has taken precautions to eliminate controversial material.

However, I also recognize it is impossible for MSAD #29 to restrict access to all controversial materials, and I will not hold the school unit responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby give permission for my child to have access to the Internet and certify that the information contained on this form is correct.

Parent/Guardian Name (please print): _____

Signature: _____ Date: _____

First Reading: JANUARY 3, 2000

Second Reading: FEBRUARY 7, 2000

