

**M.S.A.D. NO. 75
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 the District's computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the District'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 District's computers, networks and Internet services is a privilege, not a right. Compliance with the District'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 District's computers, networks and Internet services are provided for educational purposes and research consistent with the District'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 District's computers.

C. Prohibited Uses

Examples of unacceptable uses of the District's 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 District's computers, networks and Internet services for any illegal activity or in violation of any Board policy or school rules

The District 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

The District 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 District 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 District'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 District'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

M.S.A.D. No. 75 computers remain under the control, custody and supervision of the District 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 District for any losses, costs or damages incurred by M.S.A.D. No.75 for violations of Board policies and school rules while the student is using the District's computers, including the cost of investigating such violations. M.S.A.D. No. 75 assumes no responsibility for any unauthorized charges or costs incurred by a student while using the District's 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 District'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 beyond MLTI

1. Laptops are lent 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/or his/her parent must acknowledge the school's lending policy.
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. M.S.A.D. No. 75 offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty.
4. If a laptop is lost or stolen, this must be reported to the Technology Coordinator immediately. If a laptop is stolen, a report should be made to the local police and the Technology Coordinator immediately.

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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 the loss of laptop lending privileges 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 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 has been lent.
9. Laptops must be returned in acceptable working order.

***Cross Reference: IJNDB – Student Computer and Internet Use
IIAE – M.S.A.D.No.75 Laptop Policy***

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