Adapted for use from the United States Department of Justice, Division of Cyber Crimes

ACCEPTABLE USE POLICY
INFORMATION TECHNOLOGY RESOURCES AT MAINE CENTRAL INSTITUTE

Maine Central Institute's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources.

Students: Please initial each section of the policy.

_____Users must

1. Respect and protect the privacy of others.

    - Use only assigned computers and accounts.
    - Not access accounts, data, or networks to which they are not authorized.
    - Not distribute private information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.

    - Observe all network security practices, as posted.
    - Report security risks or violations to a faculty member or network administrator.
    - Not destroy or damage data, networks, equipment or other resources that do not belong to them.
    - Conserve, protect, and share these resources with other students, faculty and staff.

3. Respect and protect the intellectual property of others.

    - Not infringe copyrights (no making illegal copies of music, software, or movies).
    - Not plagiarize.

4. Respect and practice the principles of community.

    - Communicate only in ways that are kind and respectful.
    - Report threatening or discomforting materials to a faculty or administration member.
    - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as sites or messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
    - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
    - Not use the resources to further other acts that are criminal or violate policies in the student handbook.
    - Not photograph or videotape students or adults without consent.
    - Not send spam, chain letters, or other mass unsolicited mailings.
    - Not use the resources for commercial purposes.
    - Share limited bandwidth and access to computers by limiting non-educational behaviors such as playing video games, watching videos and using social media sites for personal use.

_____Users may, if in accord with the policy above

1. Use the resources for any educational purpose.
2. Use legally obtained copyrighted material if citations are properly given, within fair use guidelines.

_____Consequences for Violation

Violations of these rules may result in disciplinary action, up to and including the possible loss of privileges to use the school's information technology resources, suspension or expulsion.

_____Supervision and Monitoring

School administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to ensure the health, safety, and security of our community members, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

_____
Please print name

_____ _____
Student Signature   Date

_____ _____
Parent/Guardian Signature   Date

PARENTS/GUARDIANS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM. THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT SCHOOL, AT LIBRARIES, OR ANYWHERE.