

FALMOUTH MIDDLE SCHOOL

STUDENT & FAMILY HANDBOOK

2023/2024



Navigating Creative Pathways to Courageous, Compassionate, and Fulfilling Lives

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GENERAL INFORMATION

FALMOUTH LEARNING OUTCOMES

Clear and effective communicators - Understand the attributes and techniques that positively impact constructing and conveying meaning for a variety of purposes and through a variety of modes.

Self-directed and lifelong learners - Understand the importance of embracing and nurturing a growth mindset.

Creative and practical problem solvers - Are skilled at selecting and applying a process of problem-solving to deepen understanding and determine whether redefining the goal is a better way of addressing a problem situation and continuing to consider other alternative solutions until one resonates as the best one.

Responsible and involved citizens - Understand the interdependence within and across systems and brings to each situation the appropriate actions.

Integrative and informed thinkers - Are skilled at using complex reasoning processes to make meaning.

FALMOUTH'S BELIEFS AND PRACTICES

- Student learning and growth is our common goal.

- Students learn best when they are engaged.
- Students learn in a variety of ways and at different rates.
- Students need practice and feedback before being expected to demonstrate learning.
- Students need to develop habits of work.
- Professionals use evidence from student work, behavior, and feedback to inform decisions.

EQUAL EDUCATIONAL OPPORTUNITIES

The Falmouth School Department is committed to providing equal educational opportunities as required by federal and state laws for all students, regardless of race, color, sex, or national origin. Students or parents/guardians should direct any questions or concerns to the building principal.

FREQUENTLY USED CONTACTS

FMS Main Office: 207-781-3740

FMS Student Services: 207-781-9886, Julie Mercer, jmercercer@falmouthschools.org

FMS School Nurse: 207-781-1020, Jean Barbour, jbarbour@falmouthschools.org

Transportation: 207-321-0030, Phil Dobson, pdobson@falmouthschools.org

Athletics: <https://gonavs.org/>

CALENDARS & SCHEDULES

[2023-24 Falmouth Schools District Calendar](#) - Year At A Glance

[School & District Monthly Events Calendar](#)

[FMS 2023-24 General Schedule](#)

ARRIVAL AND DISMISSAL

School Bus

Buses pick up and drop off students at the back entrance of the school. **For safety reasons, only buses and staff vehicles are permitted to drive around the back of the building.**

Student Drop Off and Pick Up

Students who are driven to school must be dropped off at one of the front entrances of the building. **Please do not use the staff parking lot or drive around back, as this has caused several close calls in the past.** During school hours, parents picking up their child for appointments, early dismissal, etc. must sign them in and out in the front office. Please send a note with your child to school that morning with the dismissal time. Your child will keep the note

until time for dismissal, show the note to the teacher at the designated time, and come to the office. That way, we are not interrupting instruction calling to classrooms for your children.

Early Dismissal

If your child needs to leave school early for a doctor's appointment or other reason, please send a note to school that day notifying us of the time and reason you will be picking up your child early. Students will be expected to have the note signed by the teacher of the class they are leaving before class and leave class on their own at the expected time. Our goal is to minimize the number of times that class instruction is interrupted by the office to dismiss a student.

Walkers and Bicyclists

All students walking to school or home must enter and exit through the main entrance at the front of the building. Students who ride bicycles to school must secure them to the bicycle rack in front of the building. Students are **required** to wear helmets. The school does not assume any liability for damage or theft of bicycles on school property.

Bus Passes

In order for your child to ride a bus that is not their own, they will need written permission from a parent/caregiver. The student will be responsible for bringing the permission slip to the office to get a signed bus pass. The bus pass will then be given to the bus driver by the student when they board the bus in the afternoon. A student may not ride another bus without a bus pass.

Late Bus

For students who stay after school for teacher help or clubs/activities, there is an after school "Late Bus" that drops students off near their home (this may not be the same bus stop as the regular bus run, but it will be close to home.) Students are supervised while they wait for the late bus in the FMS cafeteria immediately after their activities are concluded. The late buses depart FMS between 3:50-4:10.

MIDDLE SCHOOL SCHEDULE

School begins promptly at 7:50 am, Students should arrive no later than 7:45 and be in their classrooms by 7:50. Students should not arrive before 7:30 unless they are participating in a scheduled activity. The regular school day ends at 2:30 pm. Students may stay after school if:

- o They have a scheduled appointment or work session with a teacher or administrator.
- o They are attending an activity, sports practice/game, or an event immediately after school.

Daily schedule: Here is the [General Schedule](#) for FMS.

ATTENDANCE

It is very important that each student makes a concerted effort to be in school. School attendance laws and policies make it necessary that we have accurate records for all absences or days tardy. For this reason, attendance is taken during advisory each morning. **Parents/Guardians must notify the school, in the morning, of the day a student is absent. Absences will be considered unexcused unless the school receives notification from the parent/guardian.** The

following are reasons an absence is excusable: A) illness, B) appointments with health professionals, C) observance of religious holidays, D) family emergencies, E) school suspensions, F) special/planned absences for personal reasons approved in advance by the principal. All other absences are considered unexcused.

Students are expected to communicate with teachers about work missed during an absence. See [Absence Expectations](#) for guidelines. [Absent Expectations](#)

Special/Planned Absences

On many occasions, due to vacation and special family considerations, we receive requests for students to be excused from school for periods ranging from a few days to a few weeks. Naturally, this presents a problem maintaining the continuity of instruction. It is essential that prior to any requests of this sort (except in emergency situations), a parent communicates with the teachers and school counselor. Administration should be notified if the planned absence is more than three days. At that time, it should be mutually decided as to how disruptive the student's leave would be to their school program and to determine if there are appropriate activities and assignments that the student might complete outside the classroom. Please complete the [Planned Absence Form](#) at least one week before the start of the absence.

Early Dismissal

If your child needs to leave school early for a doctor's appointment or other reason, please send a note to school that day notifying us of the time and reason you will be picking up your child early. Students will be expected to have the note signed by the teacher of the class they are leaving before class and leave class on their own at the expected time. Our goal is to minimize the number of times that class instruction is interrupted by the office to dismiss a student.

Tardies

Transportation is provided for all students to and from school. Families that choose to provide their own transportation accept full responsibility for students arriving at school on time. Being tardy, or late to school, falls under the same parameters as absences in regard to being considered excused or unexcused. Students may be required to stay after school if tardies become a habitual problem.

Truancy

Maine law defines truancy as the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year. The Falmouth Resource Officer is notified and assists the school with truant students. Any questions about truancy issues should be directed to the middle school assistant principal.

FIELD TRIPS

All field trips have educational objectives and receive prior approval from the school administration. Students must have a signed permission form in order to participate in a school-sponsored field trip. Some opportunities may necessitate a small fee and the school will

make every effort to keep costs minimal. Please contact the middle school assistant principal if assistance with any fee would be helpful. Your inquiry will be held in strict confidence.

CHILD FIND POLICY

The Falmouth School Department seeks to ensure that all students within its jurisdiction are identified, located and evaluated who are school age (5 through the school year in which they turn 20) and who are in need of special education and supportive services. Parents, relatives, physicians, and other persons who are aware of a child who may require special education and supportive services are asked to contact the Director of Special Services, Falmouth School Department, 51 Woodville Road, Falmouth, ME, 04105, telephone 781-2079. Please refer to Board Policy IHBAC-Child Find for more information.

IEPs (Individual Education Plans)

An Individual Education Plan process has been established for the purpose of making evaluative studies of children with special learning needs. All children are screened and some are given extensive diagnosis. Recommendations from the I.E.P. are developed with parent and classroom teacher participation. If you believe your child has a disability and is in need of a special educational service you should contact the Director of Special Services at 207-781-2079.

504 PLANS

Students with a physical or mental impairment that substantially limits a major life activity may be eligible for Section 504 accommodations or services. If you have questions about whether your child may be eligible for such services, please contact Student Services at 207-781-9886.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention is a fundamental process inherent in the six tenets of [Falmouth's Beliefs and Practices](#):

- Student learning and growth is our common goal.
- Students learn best when they are engaged.
- Students learn in a variety of ways and at different rates.
- Students need practice and feedback before being expected to demonstrate learning.
- Students need to develop habits of work.
- Professionals use evidence from student work, behavior, and feedback to inform decisions.

Response to Intervention includes all students in general education. As soon as students demonstrate the need, general education teachers provide targeted academic and/or behavioral/social emotional interventions to support student growth. If a student does not respond to best practice core instruction with differentiation, a teacher will engage in

problem-solving discussions with other professionals and/or initiate a referral to the Student Centered Team to better support student needs.

FERPA

Parents and guardians of students, and students 18 years or older or those attending an institution of postsecondary education, have the right to: 1. Inspect and review the student's educational records by appointment, 2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights; 3. Consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that the federal law authorizes disclosure without consent; 4. File with the U. S. Department of Education a complaint under the Family Educational Rights and Privacy Act, 20 U.S.C.A. 1232 (g), concerning alleged failures by the Falmouth School Department to comply with the requirements of this law; and 5. Obtain a copy of the institution's educational policy located at the Superintendent's Office.

STUDENT RECORDS

The Falmouth School Department complies with all federal and state laws concerning confidentiality of student records. A notice is sent home at the beginning of the school year about parent and student rights concerning student records. Parents wishing to review their child's records may make an appointment by calling the school counselor or principal. Please refer to [Board Policy IHBAB](#) for more information. All permanent student records are maintained at the Falmouth Middle School offices.

STUDENT INFORMATION/EMERGENCY FORMS

Parents will complete a student information/emergency form in PowerSchool each year. If any contact information changes during the year, it is important that you let us know as soon as possible so that we have accurate contact information.

STUDENT SERVICES

SCHOOL COUNSELING SERVICES

The Falmouth Middle School school counseling program consists of two school counselors and a social worker who work collaboratively with school staff, parents, and the community to support the academic, career, and personal/social development of young adolescents. Through classroom, small group, and individual counseling services, the school counseling program provides both a preventive and responsive approach to student issues at developmentally appropriate levels. Consultation and referral services are available in helping students achieve their goals. School counselors may be reached at 207-781-9886.

HEALTH SERVICES

There is a full-time registered nurse at FMS. The nurse sees all injured and ill students and makes decisions concerning treatment and parent notification. If a student is too ill to be in class, the nurse will assess the student and provide a quiet place to rest if necessary. If the student needs to leave school, the student and nurse will call the parent or other adult authorized by the parent. The student will be dismissed only after the responsible adult speaks to the nurse and signs the student out. The nurse is available to speak to parents during the school day and encourages them to call with questions and/or concerns. The school nurse can be reached at 207-781-1020.

Medications

With the appropriate parent and medical permission, the nurse may administer medication that is absolutely necessary during the school day. All medications are kept by and dispensed by the school nurse. Students may not carry any medication, prescription or over-the-counter, and teachers do not administer medication. Students may be allowed to carry and self-administer inhalers and epi-pen medications for severe allergies with proper permission from the student's parent(s), physician and the school nurse. Please refer to [Board Policy JLCD Administering Medications to Students](#) for more information.

Health Screening

All students in grade-7 will be screened for near and distance vision. Hearing screening for middle school students is available upon request to the school nurse. Parents will not be notified unless there is an issue that requires follow-up.

Immunizations -

Maine School Immunization Laws require that all students produce an acceptable record/certificate of immunization or provide a written medical exemption. Please refer to the following site for the current Maine Immunization Requirements for school entry.

[Maine Immunization Requirements 9/25/21](#)

Physical Exams

A physical examination is required prior to a student's participation in any of the sports programs. The student may enter these programs in the sixth, seventh or eighth grade. The examination must be current, within the last year, and be performed by a medical doctor, doctor of osteopathy, nurse practitioner, or a physician's assistant. At the start of each sports season, an interim health history will be submitted by the parents for review by the coach and referred to the school nurse if indicated.

SCHOOL NUTRITION PROGRAM

Student breakfast and lunch will again be complimentary/free for the coming school year. Anything sold ala carte will have a cost to it and be charged to student accounts. To view the menu, click [HERE](#).

For adults and guests, breakfast is \$2.50 and lunch is \$6.90.

If you believe your child may be eligible for free or reduced price meals, you may request an application from Paul Milliken (paul.milliken@falmouthschools.org) or fill out a meal benefit application on our online payment portal at [Titan School Solutions](#).

STUDENT INFORMATION

ADVISORY

The purpose of Advisory is to connect students to one another and with adults. These relationships build a stronger, more effective community. Advisory is a time for us to learn social emotional skills, skills that allow us to manage our feelings and emotions, communicate better with one another, and navigate the world around us. Advisory groups are approximately 10 students. Students meet with their advisory groups each morning for about 10 minutes, and about once per week for 45 minutes for a structured lesson.

Our advisory curriculum is [Second Step](#). Topics explored in our advisory program include Mindset and Goals; Recognizing Bullying and Harassment; Thoughts, Emotions, and Decisions; and Managing Relationships and Social Conflict. Lesson information will be available on the school website.

HEALTHY SNACKS

In order to promote student wellness, we encourage healthy snacks. Students will have a snack break at 9:40 am daily. Examples of healthy snacks can be found at:

http://cspinet.org/nutritionpolicy/healthy_school_snacks.html

FMS does not permit snacks for classroom birthday celebrations.

LOCKERS

Student use of school lockers and other storage facilities such as desks are a privilege granted by the school. All lockers and other storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or any items placed in them. School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and with or without notice or consent. Please refer to [Board Policy JIH Questioning and Searches of Students](#) for more information. The school is not responsible for loss, theft or damage to personal property stored in lockers. Students should safeguard their possessions and not bring valuable items or large amounts of cash to school.

Backpacks should be stored in lockers during the school day.

SCHOOL TELEPHONES

A phone is available in the main office for students to use for emergencies or if they need to contact a parent or guardian. If a parent or guardian needs to get a message to a student, please call the school office and we will help get the message to the student.

STUDENT CELL PHONES

Student cell phone use is not allowed during the school hours from 7:30 am - 2:30 pm. Cell phones must be turned off and kept in the student's backpack in their locker. If students are using their phone or smartwatch without permission during the school day, it will be taken and kept in the main office until the end of the school day. If this happens more than once, parents will be asked to pick up the device from the school. Cell phone use may be allowed at school-sponsored activities if under the direct supervision of an adult. Unauthorized digital photos from cell phones or other devices are prohibited.

ELECTRONIC DEVICES

The personal use of electronic devices on school grounds (personal laptops, gaming devices, tablets, or other handheld devices) is not allowed during the school hours and cannot be used in a way to disrupt the learning environment or process. They will be confiscated and parents will be asked to retrieve the items from an administrator. FMS is not responsible for the loss or theft of personal property if your child chooses to bring them into school.

LOST AND FOUND

Lost clothing items are stored on the stage in the cafeteria. Lost electronics, books, and notebooks are usually kept in the office. It is strongly recommended that all items be marked with a student's name. Three times a year, before winter, spring, and summer break, unclaimed lost items are sent to charitable organizations.

STUDENT RESPONSIBILITY FOR SCHOOL ISSUED ITEMS

One of the greatest expenses in running a school is the cost of the technology, books and materials. It is imperative that students treat all school property with care. At the end of the year, each student will be charged for any lost or damaged laptops (insurance deductible), chargers, cases, books, uniforms, calculators, lab equipment or other school-issued materials.

Please see the [Acceptable Laptop Use](#) and note that laptops should ALWAYS travel in the padded case provided by the school.

LIBRARY

The FMS Library is a place for learning and growth where students will find a wide range of print and digital resources to meet their personal interests and academic needs. Students can also receive technology support as well as research instruction from the school librarian/tech integrator and the technology specialist in the library.

Students are encouraged to use the FMS Library between 7:30 a.m. and 2:30 p.m. Students who want to visit the library during class should obtain a pass from their teacher. Students may borrow library books and other material for four weeks and they may renew their books for an

additional four weeks. There are no fines issued for overdue books or other library material. Students are expected to pay for any lost or damaged library books and material.

ACTIVITIES, CLUBS, & SPORTS

CLUBS/ACTIVITIES

Clubs and activities take place before or after school. There is an after school “Late Bus” that drops students off near their home (this may not be the same bus stop as the regular bus run, but it will be close to home.) Offerings may include but are not limited to: Math Counts, Math Team, Community Service Club, Debate Team, Spanish Club, STEM Club, Dungeons & Dragons, Student Council, Civil Rights Team, Ping Pong, Best Buddies, and Birding Club. See [Clubs & Activities FMS 2023-24](#) for dates and times. Start dates for clubs and activities will be announced during morning announcements and in Principal Notes.

MIDDLE SCHOOL SPORTS

The Falmouth Middle School believes that athletics are an integral part of a public school education. Participation in athletics at all levels can provide the opportunity for students to develop strength of character and distinct qualities that will serve them throughout their lives.

Students enrolled in any Athletic activity are required to pay a \$100 annual athletic activities fee. This annual \$100 fee covers participation in all student athletics for the year. Registration is done through the Superintendent’s Office via the following link: [Athletics Registration](#).

Sports equipment should be stored in designated locations.

Season	Sport	Grades
Fall	Cross-Country	6-8
	Football	7/8
	Girls Field Hockey	7/8
	Boys' & Girls' Soccer	7/8
	Boys' & Girls' Tennis	7/8
	Girls' Volleyball	7/8
Winter Season 1	Boys' & Girls' Basketball	7/8
	Alpine Skiing	6-8
	Nordic Skiing	6-8
Winter Season 2	Indoor Track	6-8
	Swimming	6-8
Spring	Baseball	7/8
	Softball	7/8
	Boys' & Girls' Lacrosse	7/8
	Outdoor Track	6-8

Additional athletic offerings are available through [Falmouth Community Programs](#)

COMMUNICATION

PRINCIPAL'S NOTES and GRADE LEVEL WIP (Week In Preview)

In an effort to maintain home/school communication, important school information will be found in Principal's Notes. This document is emailed to families on Fridays and posted weekly on the Falmouth Middle School website (<https://fms.falmouthschools.org/>).

An important link in the Principals Notes is the grade level **Week In Preview (WIP)**. This contains information about upcoming events and learning for each grade level.

GRADE REPORTING

Student progress is reported in PowerSchool. At FMS our focus is on learning, not on grades. Student learning is assessed according to learning standards in each subject area. Grades are reported twice per year (January and June.) For more information about grading and reporting, please see [Instruction, Assessment, and Grading - Guide for Parents & Students](#) and [Middle School Grade Scale](#).

VISITORS

For the safety of our students and staff, all parents, visitors, and volunteers must identify themselves at the main office before entering the building. Visitors will be issued a badge for the duration of their stay. Parents who wish to visit classrooms or meet with teachers or other staff members are requested to schedule such visits in advance so as not to disrupt the educational program.

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SCHOOL CULTURE

The Falmouth School Board has adopted a number of policies addressing student conduct expectations and discipline and we have included several of these important Board policies in this handbook. Please see the district website for more information.

It is essential for schools to maintain a safe, respectful, and inclusive environment, which supports student learning and achievement. Acceptable student behavior allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct

directly interferes with the operations, or general welfare of the school.

Safety Drills

Fire drills and lockdown drills are conducted periodically throughout the school year. Students should be aware of the instructions posted in each classroom and the appropriate evacuation route. When departing the building, students should walk in an orderly fashion and stay with their class at all times. Once outside, students are to remain with their class in the designated area until notified to return to the building.

Behavior Expectations

All students have the right to a safe, respectful, inclusive, and positive learning environment at Falmouth Middle School. Therefore, all students have the responsibility while participating in or attending school activities to demonstrate respectful behavior. Simply put, we operate under the belief that all people deserve to be treated with kindness and respect.

School Discipline

All students have the right to learn in an atmosphere of mutual respect and understanding. There is a responsibility to help oneself by being on time, being ready to learn, and being respectful at all times. Teachers will review specific classroom rules at the beginning of the school year, and maintain their own system of classroom management, which may include communication with parents and time after school. Teachers are free to assign detentions or other minor consequences as they deem fit.

The Assistant Principal responds to repeated violations, patterns of poor behavior, defiance, or higher-level behavior offenses. With the goal of promoting positive student behavior, the Assistant Principal will work with the student, teacher, and parent(s) in order to provide learning opportunities as well as appropriate consequences for poor behavior. Examples of learning opportunities include reflections, community service, genuine apologies, mediated discussions with peers, as well as support from school counselors, social workers, behavior specialists, or school psychologists.

Students may be suspended (in school or out of school) for serious violations of school rules and/or Board policies. Only the Principal and Assistant Principal issue suspensions.

The most serious or repeated violations of school rules and/or Board policies may result in a student being expelled from school. Only the Superintendent issues expulsions.

Dress Code

Students are expected to adhere to standards of dress that are compatible with a safe and respectful school learning environment. School administration has the authority to determine when clothing is a disruption to learning. FMS has established the following specific restrictions and requirements for student dress:

Earbuds: Headphones, earbuds, etc. are not to be worn inside school unless directed by a staff

member.

Coats and Jackets: Coats and jackets intended for outdoor wear should not be brought to class except by permission of the teacher. Please store them in your locker.

Clothing: Clothing should be appropriate for an educational setting. No references to drugs, alcohol, tobacco, sexual activity, or illegal acts are allowed. The school administration has the authority to prohibit other logos, pictures or messages which they determine to be in violation of the Board's non-discrimination or harassment policies, or disruptive to the school's learning environment.

Footwear: Footwear must be worn at all times in school and should be appropriate for an educational setting. Athletic shoes with cleats or spikes are not allowed in school buildings outside of locker rooms.

Students who come to school dressed inappropriately will be asked to meet with Administration, who will discuss with parents how to appropriately remediate the situation and prevent it from occurring again.

Bus Behavior

When students ride the bus, they are expected to follow these expectations:

- The driver is in charge. Please obey the driver promptly and cheerfully.
- Students will treat others with respect. No teasing or harassment is allowed.
- No eating or drinking on bus without permission.
- Seats must be shared when buses are full.
- Be on time: the bus cannot wait for those who are tardy.
- Classroom-like conduct will be observed at all times.
- Students will not use offensive language.
- Assist in keeping the bus clean.
- Arms, hands, and heads are to be kept inside windows.
- Remain seated while the bus is in motion.
- Get on the bus only after it has come to a full stop.

All Board policies and school rules are in effect on school buses.

Students who violate the rules will receive a disciplinary form from the bus driver and the building administrator will be notified. Appropriate disciplinary action will be taken by the administration that may include detentions, assigned seating, parent conference and/or removal from the bus for a period of time.

Laptop Use

Students in grade 6 will be issued Chromebooks to use during the school year, and students in grades 7 and 8 will be issued Macbooks. These devices are part of the [Maine Learning Technology Initiative](#). Students may bring home their devices to complete school assignments during the school year.

Parental Permission Required

Students and their parents/guardians are required to sign and return the [FMS Acceptable Use of](#)

[Laptops Form](#) before students are allowed to bring their laptops home. Parents and guardians are also encouraged to review the [MLTI Laptop slide presentation](#).

Acceptable Use

Student access to the school's computers, networks and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals, and code of conduct. The same rules and expectations govern student use of computers as apply to other student conduct and communications. There is no social media use at school (i.e SnapChat, Instagram, TikTok, etc).

Prohibited Use

Students are responsible for their actions and activities involving school computers, networks and Internet services and for their computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

- **Accessing and/or Authoring Inappropriate Materials** - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
- **Illegal Activities** - Using the school's computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules;
- **Violating Copyrights** - Copying or downloading copyrighted materials without the owner's permission;
- **Plagiarism** - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified;
- **Copying Software** - Copying or downloading software without the express authorization of the system administrator;
- **Non-School-Related Uses** - Using the school's computers, networks and Internet services for non-school-related purposes such as private financial gain, game playing, personal communication, or any other personal use;
- **Misuse of Passwords/Unauthorized Access** - Sharing passwords, using other users' passwords without permission and/or accessing other user's' accounts;
- **Malicious Use/Vandalism** - Any malicious use, disruption or harm to the school's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
- **Social Media Use**- No SnapChat, Instagram, TikTok, other social media or messaging apps.

No Expectation of Privacy

The school unit retains control, custody, and supervision of all computers, networks, and internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. **Students have no expectation of privacy in their use of school computers, including school e-mail and associated digital documents.**

Travel Outside of Maine

Students may not transport their school-issued laptops outside of the state of Maine.

School Vacations

Students will leave their laptops at school during school vacations.

Compensation for Losses, Costs and/or Damages

Students and their parents are responsible for compensating the school for any losses, costs, or damages incurred by the school for violations of Board policies and school rules while the student is using school computers.

School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

The school assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Student Security

A student should not reveal their full name, address, telephone number, social security number or other personal information on the Internet. Students may 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.

System Security

The security of the school's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the assistant principal or the school technology specialist. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

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