

RSU #63

- a. **NEPN/NSBA Code:** IJNDB
- b. **Title:** Student Computing Device/Internet Use
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** 09/27/2021 RSU #63
- f. **Previously Approved:** 01/23/2017
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Technology Coordinator & Policy Committee
- i. **Date Reviewed:** 08/16/2021 Technology Coordinator
08/25/2021 Policy Committee
- j. **References:** IJND – District Issued Computing Device Usage at Home
- k. **Narrative:**

Computing devices, networks, and Internet access are provided by RSU #63 (the District) to support its educational mission and to enhance the curriculum and learning opportunities for students and staff. This policy, and the accompanying rules, applies to all computing devices issued directly to students whether in use at school or off school premises.

- I. Student use of the District computing devices, networks, and Internet services is a privilege, not a right. Compliance with the District's policies and rules concerning computing devices and Internet use is mandatory. Students who violate these policies and rules may have their computing device privileges limited, suspended, or revoked. The building administrator will have the final authority to decide whether a student's computing device privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action.
- II. The District computing devices remain under the control, custody, and supervision of the District at all times. The District monitors all computing devices and Internet activity by students. Students should have no expectation of privacy in their use of the District computing devices, whether they are used on or off school property.
- III. The District utilizes Internet filtering technology designed to block access to child pornography and materials that are obscene or harmful to minors. The District takes precautions to supervise student use of the Internet and electronic communications, and to prevent the unlawful disclosure, use, or dissemination of personally identifiable information about students. The District educates students about safety on the Internet, appropriate online behavior and cyber bullying awareness and response, but parents should be aware that the District couldn't reasonably prevent all instances of inappropriate computing device use by students that may violate RSU #63 Board of Directors (the Board) policies and rules, including access to objectionable materials and communication. **Please be advised that these filters do not apply to your internet at home.**

- IV. Students and parents will be informed of this policy and the accompanying rules annually through handbooks, the school website, and/or other means selected by the Superintendent.
- V. Students and their parent(s)/guardian(s) are required to sign and return the Student Computing Device/Internet Use Acknowledgment Form, attached as Exhibit A, at the end of this document, before being allowed to use the District computing device.
- VI. The Superintendent or their designee is responsible for implementing this policy and the accompanying rules. The Superintendent, consistent with Board policies and rules, may implement additional administrative procedures or rules governing the day-to-day management and operations of the Districts computing device system.

Student Computing Device /Internet Use Rules

All students are responsible for their actions and activities involving the District computing device networks, and Internet services, and for their computing device files, passwords, and accounts. These rules provide general guidance concerning the use of the computing device and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and district staff who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Coordinator. These rules apply to all District computing devices wherever used, and all uses of the District servers, Internet access, and networks regardless of how they are accessed.

A. Acceptable Use

1. The District computing device, networks, and Internet services are provided for educational purposes and research consistent with the district's educational missions, curriculum, and instructional goals.
2. All Board policies, school rules, and expectations concerning student conduct and communications apply when using the District computing device whether on or off school property. Students will comply with specific instructions from staff and volunteers when using the District computing device.

B. Prohibited Uses

Unacceptable uses of the District computing device include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials. Students may not access, submit, post, publish, forward, download, scan, or display defamatory abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying/cyber bullying, and/or illegal materials or messages.
2. Illegal Activities. Students may not use any the District computing device, networks, or 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 district computing device.

3. Violating Copyrights. Students may not copy, download, or share any type of copyrighted materials (including music or films) without the owner's permission, or copy or download 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 copyright violations by students.
4. Plagiarism: Students may not represent materials obtained on the Internet as their own work (ex. Term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified.
5. Use for Non-School-Related Purposes: Students may not use the District computing device, networks, or Internet Services for personal reasons not connected with the educational program or school assignments.
6. Misuse of Passwords/Unauthorized Access: Students may not share passwords, use other users' password, access, use other users' accounts, or attempt to circumvent network security systems.
7. Malicious Use/Vandalism: Students may not engage in any malicious use, disruption, or harm to the district's computing device, networks, and Internet services, including, but not limited to, hacking activities and creation/uploading of computing device viruses.
8. Avoiding District Filters: Students may not use any software, utilities, or other means to access Internet sites or content blocked by the district filters.
9. Unauthorized Access to Blogs, Social Networking Sites, Etc.: Students may not access blogs, social networking sites, etc., to which student access is prohibited.

C. Compensation for Losses, Costs, and/or Damages

The student and his/her parent/guardian are responsible for compensating the District for any losses, costs, or damages incurred for violations of Board policies and/or school rules while the student is using the District computing device. This includes the cost of investigating such violations. The District assumes no responsibility for any unauthorized charges or costs incurred by a student while using the District computing device.

D. Student Security

A student is not allowed to reveal their full name, address, telephone number, social security number, photograph, 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.

E. System Security

The security of the Districts computing device, networks, and Internet services is a high priority. Any student who identifies a security problem must notify the teacher or building administrator immediately. The student will not demonstrate the problem to others or access unauthorized material.

F. Additional Rules for Computing Devices Issued to Holbrook (RSU #63) Students in Grades 6, 7, & 8

1. 6th, 7th, & 8th grade students enrolled at Holbrook Middle School are issued a computing device as part of the Maine Learning Technology Initiative (MLTI) program. These computing devices are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. In order for the computing device, charger, and its carrying case to be signed out by a student to take home, the student and parent/guardian must read and sign all documents regarding our student computing devices. The student and parent/guardian must comply with the policies and procedures outlined in Board policy/procedure IJND – District Issued Computing Device Usage at Home.
3. Students and their families are responsible for the proper care of the computing device at all times, whether on or off school property, including costs associated with repairing or replacing the computing device. The Holbrook School Computing Device Maintenance Agreement covers replacement costs and/or repair costs for accidental damage.
4. If a computing device is lost, the loss must be reported to the building administrator immediately. If a computing device is stolen, a report must be made to the local police and building administrator.
5. The Board's policies and rules concerning computing devices and Internet use apply to use of computing devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of computing devices issued by the District personnel.
6. Violation of policies or rules governing the use of computing devices or careless use of a computing device may result in a student's computing device being confiscated and/or a student only being allowed to use the computing device under the direct supervision of school personnel. 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 student's login password. Parents are responsible for supervising their student's use of the computing device and Internet access when in use at home.
8. The computing device may only be used by the student to whom it is assigned and family members to the extent permitted by the MLTI program.
9. All use of District-loaned computing devices by all persons must comply with the District's Student Computing Device/Internet Use Policy and Rules, as contained in this policy.
10. Computing Devices must be returned in acceptable working order at the end of

the school year or whenever requested by school personnel.

**EXHIBIT A
STUDENT COMPUTING DEVICE/INTERNET
USE ACKNOWLEDGMENT FORM**

Student Name (Please Print)

Date

Signature of Student

Parent/Guardian:

I have read policy IJNDB – Student Computing Device/Internet Use – and understand that my student’s use of District Computing Devices and the Internet is subject to compliance with these rules.

Parent/Guardian Name (Please Print)

Date

Signature of Parent/Guardian

Questions/Comments:

Please return to your student’s school by October 1, 20_____