

## STUDENT COMPUTING DEVICE AND INTERNET USE RULES

All students are responsible for their actions and activities involving school unit computing devices, network, and internet services, and for their files, passwords, and accounts. These rules provide general guidance concerning the use of the school unit's technological resources 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 IT Department. These rules apply to all school computing devices and all school-provided personal computing devices wherever used, and all uses of RSU #34-provided technology resources (e.g., servers, domains, internet access, networks) regardless of how they are accessed.

The phrase "computing device" as used in this rule refers to all computing devices, including but not limited to desktops, laptops, tablets, and smartphones.

### A. Acceptable Use

1. The school unit's technological resources are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.
2. Students must comply with all Board policies, school rules, and expectations concerning student conduct and communications when using school computing devices or other technological resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the school unit's computing devices and other technological resources.

### B. Prohibited Uses

Unacceptable uses of school unit technological resources 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 the school unit's technological resources for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school resources.
3. **Violating Copyrights or Software Licenses** – 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 IT Director (or designee). Unauthorized copying of software is illegal and may subject the copier to substantial criminal and civil penalties. The school unit assumes no responsibility for copyright or licensing violations by students.

4. Plagiarism – Students may not represent as their 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.
5. Use for Non-School-Related Purposes - Students may not use the school unit's technological resources for any personal reasons not connected with the educational program or school assignments while connected to the school network. Each school is responsible for defining connections to the educational program and school assignments, for example Old Town High School might define current events browsing during study hall as connected to the educational program.
6. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent computing device or network security systems.
7. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to the school unit's technological resources, including but not limited to hacking activities and creation/uploading of viruses.
8. Avoiding School Filters – Students may not attempt to or use any software, utilities, or other means to access Internet sites or content blocked by the school 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 while connected to the school network.

#### C. 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 for violations of Board policies/procedures and school rules while the student is using school unit technological resources, 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 technological resources.

#### D. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number, photograph, or other personal information on the Internet while using a school computing device without prior permission from a teacher. For most such information (e.g., address, telephone, social security number), such permission will only be given for clear and typical purposes, such as online college applications or online scholarship applications. 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 school unit's technological resources is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

F. Additional Rules for Personal Computing Devices Issued to Students

1. Personal computing devices are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and/or the MLTI program.
2. Parents may be required to attend an informational meeting before a computing device will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form.
3. Students and their families are responsible for the proper care of personal computing devices at all times, whether on or off school property, including costs associated with repairing or replacing the device. Such costs may be the result of loss, theft, accidental damage, intentional damage, malicious use, or negligent use. RSU 34 may offer a program through which parents can pay a technology fee to cover certain repair or replacement costs (such a program would only cover costs incurred by accident, *not costs incurred through intention, malice, or negligence*). If parents opt not to participate in such a program, they would be responsible for all costs.
4. If a technological resource is lost or stolen, this must be reported to the building administrator and the IT Department immediately. If such a resource is stolen, a report shall be made to the local police immediately.
5. The Board's policy and rules concerning computing device, network, and Internet use apply to use of school-issued personal computing devices at any time or place, on or off school property, and also to other district technological resources whether accessed on or off school property. Students are responsible for obeying any additional rules concerning care of personal computing devices issued by school staff.
6. Violation of policies or rules governing the use of technological resources, or any careless use may result in a student's computing device being confiscated and/or a student only being allowed to use the computing device or resource under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
7. Parents are responsible for supervising their child's use of the computing device and Internet access when in use outside of school. Parents will be informed of their child's login password upon request.
8. The school-issued computing device may only be used by the student to whom it is assigned, and by family members to the extent permitted by the MLTI or school programs.
9. All use of school-loaned personal computing devices by all persons must comply with the school's policies and rules.
10. Personal computing devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

G. Additional Rules for Use of Privately-Owned Computing Devices by Students

1. A student who wishes to use a privately-owned computing device to connect to the school network in school must complete a Student Request to Use Privately-Owned Computing Device form. The form must be signed by the student, his/her parent, the building administrator (or designee), and the IT Director (or designee). There must be an educational basis for any request.

2. The IT Director (or designee) will determine whether a student's privately-owned computing device meets the school unit's network requirements.
3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the school unit's network or staff would be unreasonable.
4. The student is responsible for proper care of his/her privately-owned computing device, including any costs of repair, replacement, or any modifications needed to use the computing device at school.
5. The school unit, and its employees, is/are not responsible for damage, loss or theft of any privately-owned computing device.
6. Students are required to comply with all Board policies, administrative procedures, and school rules while using privately-owned computing devices at school.
7. Students have no expectation of privacy in their use of a privately-owned computing device while at school. The school unit reserves the right to search a student's privately-owned computing device if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or has engaged in other misconduct while using the computing device.
8. Violation of any Board policies, administrative procedures, or school rules involving a student's privately-owned computing device may result in the revocation of the privilege of using the computing device at school and/or other disciplinary action.
9. The school unit may confiscate any privately-owned computing device used by a student in school without authorization as required by these rules. The contents of the computing device may be searched in accordance with applicable laws and policies.

Cross Reference: IJNDB – Student Computing Device and Internet Use

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