

## RSU 19 STUDENT ACCEPTABLE USE POLICY

### **A: Introduction**

The school unit provides devices, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students. The Board believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success.

At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology. This includes the use, permission and protection of RSU 19 in the application of G Suite (GSuite for Education), social media and compliance with GDPR (General Data Protection Regulation).

Student use of school devices, networks and Internet services is a privilege not a right. Students are required to comply with policy and the accompanying rules. Students in violation may have their device privileges revoked and may also be subject to further disciplinary and/or legal action.

All school unit devices remain under the control, supervision, and ownership of the school unit. The school unit reserves the right to monitor all student device and Internet activity. Students have no expectation of privacy in their use of school devices or networks.

While reasonable precautions will be taken to supervise student use of the Internet, the school unit cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of Board policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before students in grades 7-12 are allowed to use school devices and Internet services, the student and the student's parent/guardian must sign and return the Device/Internet Use Acknowledgment annually. The signed acknowledgment will be retained by the school. Devices for grades K-6 will remain within the building and students will review a Device and Internet User Guidelines document with their homeroom teacher.

The Superintendent shall be responsible for overseeing the implementation of policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures and rules governing the day-to-day management and operations of the school unit's computer system if they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building administration and others as he/she deems appropriate.

**B: For Your Information:**

- The 7th and 8th grade devices and accessories that students are being issued/supplied with are the property of the State of Maine, registered to RSU 19 and then supplied to you the student. The computer is only to be used for appropriate purposes as defined within this policy and all other school guidelines.
- Devices are issued to grades 7-12 for school and take-home purposes if the take-home acknowledgement form has been completed. They are assigned to the student and his/her family and must be returned at the discretion of the Technology Director if so directed.
- Under normal school circumstances, devices for grades K-6 will remain in the classrooms and/or laptop carts and be under direct supervision of the classroom teacher. There may be periods of time during a school year when we ask PK-6 students to take devices home. The District may ask for a temporary device take-home agreement to be signed during these periods of time.
- Teachers, school administrators, Ed Techs, and the technology director may inspect a student's device at any time. This inspection may include, but not be limited to, checking logs of past activity. Students may not clear items from the history.
- Students in grades 7-12 and their parents/guardians will need to submit a signed copy of this acceptable use policy before being given their device.
- Students in grades 7-12, and their parents/guardians, will need to submit a signed receipt form acknowledging that they have signed out a device, charger, and case if supplied. This signature will confirm that all items are in good working order and replacement or repair of any item, not under warranty, will be at the student's expense.
- Any inappropriate use of your device may result in various consequences (in consultation with administration and the Technology Director) This range will be determined in section G of this document. Severe or repeated incidents may result in a device downgrade.
- Students may appear in both live and recorded classroom instruction video used by the teacher for viewing by students who are absent or using distance learning. These recordings are for school use only and are not to be made public. If re-recorded and posted elsewhere (including social media) this may violate the media release preferences of students and/or copyright laws. Unauthorized use of these videos is forbidden.

**C: Device and Internet Use Rules:**

These rules implement Board policy (IJNDB) – Student Device and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Board policies and these rules may result in loss of device and Internet access privileges, disciplinary action, and/or legal action.

1. **Device Use is a Privilege, Not a Right:** Student use of the school unit's devices, networks, Internet and other services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The building school administration shall have final authority to decide whether a student's privileges will be denied or revoked.

2. **Acceptable Use:** Student access to the school unit's devices, networks, Internet and other services are provided for educational purposes consistent with the school unit's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of devices as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's devices, networks, Internet and other services. Students' use of devices and resources is provided for educational purposes.

3. **Prohibited Use:** The user is responsible for his/her actions and activities involving school unit devices, networks, Internet and other services and for his/her device files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following: accessing inappropriate materials, illegal activities, violating copyrights, plagiarism, copying software, misuse of passwords/unauthorized access malicious use/vandalism, inappropriate use of social media, altering or bypassing device configurations, networks, and or filters. The user should not use school technology to violate any school policy.

4. **No Expectation of Privacy:** The school unit retains control, custody and supervision of all devices, networks and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all devices, Internet usage, networks and other activity by students. Students have no expectations of privacy in their use of school devices or networks.

5. **Compensation for Losses, Costs and/or Damages:** The student and/or the student's parent/guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred by the school unit related to violations of policy and/or these rules, including investigation of violations.

6. **School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use:** The school unit 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 devices such as copyright violations and or the downloading of illegal copyright content.

7. **Student Security:** A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students will not post pictures, either their own or pictures of others, without proper permission. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

8. **System Security:** The security of the school unit's devices, networks, Internet and other services is a high priority. Any user who identifies a security problem must notify an administrator. 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.

9. **Parental Permission Required:** Students in grades 7-12 and their parent/guardian are required to sign and return the Device/Internet Use Acknowledgment Form before being allowed to use school devices. Under normal school conditions, students in grades K-6 will have direct staff supervision. There may be periods of time during a school year when we ask PK-6 students to take devices home. The District may ask for a temporary device take-home agreement to be signed during these periods of time.

#### **D: Care of the Device:**

- Keep all food and drinks away from your device.
- Once the device is issued to the student and his/her family, the student is responsible for it at all times. **Do not give your device to another student to use unless instructed by a staff member.**
- For take-home devices, chargers will be left and used at home, students are responsible for bringing a fully charged device to school each day.
- Do not physically mark up the device or its storage case (no writing on, stickers, etc.).
- Your device must always be in the student's possession or locked in a secure location at all times. **Do not leave device or accessories in school lockers, the hallway, or gym overnight.**
- The device should never be left unattended.
- When transporting the device, make sure it is always secured in the case.
- Keep the device clean by using a dry soft, non-abrasive cloth on the screen and keyboard.
- Do not download unauthorized software without first getting authorization from designated RSU 19 IT staff.
- Do not use device for long term storage of personal material such as photos and videos.
- When transporting the device and not in the carrying case or student book bag, ensure that the device is closed and not picked up or moved via the screen.
- It is the user's sole responsibility to ensure that all data is backed up from the device in case the device becomes inoperable for any reason.

#### **E: Replacement Cost Information**

Accidental repairs will be assessed the \$35 repair deductible fee and the remaining cost will be covered by the school district. The building school administration shall have final authority to determine the cause of the incident and if it was accidental or negligence in nature.

If the device or accessory item is lost or damaged as a result of user negligence or failure to follow district policies and these laptop guidelines, the following sample costs will be the user's financial responsibility. The stated costs below are just averages and may not be specific to every situation. The building school administration shall have final authority to determine compensation.

### **Chromebooks**

Carrying Case if supplied (Replacement)	\$30
Power Adapter (Lost)	\$45
Case Damage (Drops)	\$200
Screen Damage	\$200
Liquid Damage	\$365
Computer (Replacement)	\$365

Families who find these fees a financial burden can apply for a partial or total fee waiver. Application forms can be picked up at each school's main office. Repairs to school devices damaged intentionally or maliciously may still be billed at their full amount per the discretion of the school administration.

### **F: Device Use and Behavior Guidelines:**

## **1to1 Scenario, Shared Cart Scenario, Labs**

For students if the device is damaged,

- Step 1) They tell their teacher
- Step 2) They complete the Hardware Log in office
- Step 3) They connect with the Tech Department

## **Physical Use**

<b>Accidental Physical Breakage Minimum Guidelines</b>	<b>Intentional Physical Breakage</b>
<p>First Offense:</p> <ul style="list-style-type: none"> <li>• Deductible Fee or Repair Fee</li> <li>• Loss of device for time it takes to replace it</li> <li>• Teacher / Tech conference with student</li> </ul> <p>Second Offense:</p> <ul style="list-style-type: none"> <li>• Deductible Fee or Repair Fee</li> <li>• Loss of device for time it takes to replace it</li> <li>• Additional loss of access for 2 weeks</li> <li>• Parent and admin involvement</li> <li>• Additional disciplinary action determined by administration</li> </ul>	<p>Administration and parental involvement</p> <ul style="list-style-type: none"> <li>• Loss of device access</li> <li>• Bill sent to guardians</li> <li>• Time frame: Loss of device access until bill is paid in full</li> <li>• Teachers and support staff notified of situation by administration</li> <li>• Supervised access to devices</li> <li>• Additional disciplinary action determined by administration</li> </ul>

## Third Offense:

- The 3rd accidentally damaged device is considered intentional damage.

- Note: If a student intentionally damages another student's device, they incur the cost of the device they damaged and will lose their own privileges.

## Academic / Content Related Use

Students using devices for other non-academic purposes on school grounds

Loss of device for timeframe by

First Offense:

- Account Restricted OU (Organized Unit which allows student to continue to do school work, however not access the internet) for 5 days
- Teachers notified
- Letter goes home (Parental contact)

Second Offense:

- Account Restricted OU for 1 month
- Parent comes into school for meeting

Third Offense:

- Account Restricted OU for remaining of school year
- Lose access to 1to1 device for the school year
- Administration involvement for the school year

- **During the circumstance when a student must have a device to complete school work. A temporary machine can be checked out as a loaner, however, this device must be returned to the library on a daily basis.**

Legal Reference: 20 USC§677 (Enhancing Education through Technology Act)  
 47 USC§254(h)(5) (Children's Internet Protection Act)  
 47 CFR§54.52 (Children's Internet Protection Act Certifications)  
 Federal Communications Commission Order and Report 11-125, (August 10, 2011)

Cross Reference: EGAD - Copyright Compliance  
 GCSA - Employee Computer and Internet Use  
 IJNDB-R - Student Computer and Internet Use Rules  
 IJND – Distance Learning Program