

STUDENT DEVICE AND INTERNET USE RULES ACCEPTABLE & PROHIBITIVE USE

All students are responsible for their actions and activities involving school unit devices, network and Internet services, and for their device files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's devices and examples of prohibited uses and apply to all school-owned devices wherever used, and all uses of school servers, internet access and networks regardless of how they are accessed. 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.

Violations of policies or rules governing the use of school owned devices or any inappropriate use of a device may result in the device being confiscated and/or used under only direct supervision of school personnel. There may also be disciplinary action, referral to law enforcement and/or legal action.

A. Acceptable Use

1. The school unit's devices, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals. School unit devices will only be used by the student to whom it is assigned and by the student's authorized parent(s) or guardian(s).
2. Students must comply with all School Committee policies, school rules and expectations concerning student conduct and communications when using school devices at all times, 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 computers.

B. Prohibited Uses

Unacceptable uses of school unit devices include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** – Students shall not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. **Illegal Activities** – Students shall not use the school unit's devices, network and Internet services for any illegal activity, including sexting and cyberbullying, or in violation of any School Committee policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school devices.
3. **Violating Copyrights or Software Licenses** – Students shall 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 school unit assumes no responsibility for copyright or licensing violations by students.
4. **Plagiarism** – Students shall 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 and cited.
5. **Use for Non-School-Related Purposes** – Students will not use the school unit's devices, network and Internet services for any inappropriate personal reasons not connected with the educational program or school assignments.

6. **Misuse of Passwords/Unauthorized Access** – Students shall not share passwords with other students; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems. Students are required to disclose their login password to their parent(s) / guardian(s) / school personnel. Parent(s) / guardian(s) are responsible for supervising their child's use of the device and internet access when used in any location off of school grounds.
 7. **Malicious Use/Vandalism** – Students shall not engage in any malicious use, disruption or harm to the school unit's devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
 8. **Avoiding School Filters** – Students shall not attempt to or use any software, utilities, proxies or other means to access Internet sites or content blocked or prohibited by the school filters. 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.
 9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** – Students shall not access blogs, social networking sites, etc. to which student access is prohibited.
 10. **Personal Information** - 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 device without prior permission from a parent/guardian. In addition, students should never agree to meet people they have contacted through the internet without parent/guardian permission.
 11. **Student and System Security** - The safety of all students, and the security of the school unit's devices, network, and internet services are a high priority. Any student who identifies a security problem, or accesses information or content that is dangerous, inappropriate, makes them feel uncomfortable in any way, or is in violation of any local, state and federal law must notify a school teacher or administrator immediately. The student will not take further actions on the device until the issue has been resolved by school administrators.
- C. Annual Acceptable Use Agreement** - All students in grades 4-12 and their parents/guardians are required to sign an annual acceptable use agreement indicating understanding and compliance with the rules outlined in policy IJNDB-R. In addition, all parent/guardians of students in grades 7-12 are required to attend an annual informational meeting at the beginning of the school year to review guidelines and expectations for home use of school technology. Sanford School Department will make every effort possible for parent/guardians to access this informational meeting to include a video recording of the meeting option available by link to the school website. Parent/guardians with multiple students in grades 7-12 will only be required to attend or watch one meeting to satisfy this requirement.
- D. Compensation for Losses, Costs and/or Damages** - - The student and his/her parent(s)/guardian(s) are responsible for the proper care of school-issued devices at all times, wherever used whether on or off school property. Parent(s)/guardian(s) and students will also be responsible for costs associated with repairing or replacing the devices due to damages as a result of violations of School Committee policies/procedure or school rules as outlined in this policy and the Sanford School Department Technology Device Annual Acceptable Use Agreement. This includes any costs for investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit devices.

Cross Reference: IJNDB – Student Computer and Internet Use
Approved: 8/30/2010
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