

**REGIONAL SCHOOL UNIT NO. 38**  
**STUDENT COMPUTER, INTERNET USE, AND CYBER SAFETY**

Regional School Unit No. 38's computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises.

Student use of school computers, networks, Internet services, and email is a privilege, not a right. Compliance with the school unit's policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. All students will adhere to the copyright provisions of Policy EGAD, Copyright Compliance. Students are prohibited from using school computers in any manner that would be in violation of the district Policy on harassment.

Regional School Unit No. 38 computers remain under the control, custody and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. The school unit may conduct random audits of computer usage to protect its technology infrastructure. RSU No. 38 has the right to access, review and/or disclose any aspect of computer usage when it has legitimate business or security need to do so. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

The Regional School Unit No. 38 utilizes filtering technology designed to block materials that are illegal, obscene or harmful to minors, including all pornography. Regional School Unit No. 38 takes precautions to supervise student use of the Internet, but parents should be aware that Regional School Unit No. 38 cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

The Superintendent is responsible for implementing this policy and the accompanying rules and for documenting student Internet safety training. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others as he/she deems appropriate.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent.

Cross Reference:     ACAA – Harassment and Sexual Harassment of Students  
                          ACAB – Harassment and Sexual Harassment of School Employees  
IJNDB-R – Student Computer and Internet Use Rules  
                          GCSA – Employee Computer and Internet Use  
                          IJNDA – Distance Learning Program  
                          EGAD – Copyright Compliance  
                          JIC – Student Code of Conduct

Legal Reference:     47 USC § 254(h)(5) (Children's Internet Protection Act)

Revised by RSU No. 38 Board of Directors: April 4, 2012

**REGIONAL SCHOOL UNIT NO. 38  
STUDENT COMPUTER AND INTERNET USE RULES**

These rules accompany Board policy IJNDB (Student Computer and Internet Use). Each student is responsible for his/her actions and activities involving school unit computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's computers 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 Technology Coordinator.

**A. Consequences for Violation of Computer Use Policy and Rules**

Student use of the school unit computers, networks and Internet services is a privilege, not a right. Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.

**B. Acceptable Use**

The school unit's computers, networks and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.

All Board policies, school rules and expectations concerning student conduct and communications apply when students are using computers.

Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the school unit's computers.

**C. Prohibited Uses**

Examples of unacceptable uses of school unit computers that are expressly prohibited include, but are not limited to, the following:

- 1. Accessing Inappropriate Materials** - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.
- 2. Illegal Activities** - Using the school unit's computers, networks and Internet services for any illegal activity or in violation of any Board policy or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.
- 3. Violating Copyrights** – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission (see Board policy/procedure EGAD – Copyright Compliance). The school unit assumes no responsibility for copyright violations by students.
- 4. Copying Software** - Copying or downloading 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 illegal software copying by students.
- 5. Plagiarism** - Representing as one's 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.
- 6. Non-School-Related Uses** - Using the school unit's computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.
- 7. Misuse of Passwords/Unauthorized Access** - Sharing passwords, using other users' passwords, and accessing or using other users' accounts.
- 8. Malicious Use/Vandalism** - Any malicious use, disruption or harm to the school unit's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- 9. Unauthorized Access to Blogs/Chat Rooms** - Accessing chat rooms or news groups without specific authorization from the supervising teacher.

#### **D. No Expectation of Privacy**

**Regional School Unit No. 38** computers remain under the control, custody and supervision of the school unit at all times. Students have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

#### **E. 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 by the school unit for violations of Board policies and school rules while the student is using school unit computers, 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 computers.

#### **F. Student Security**

A student is not allowed to reveal his/her full name, address, telephone number, social security number 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.

#### **G. System Security**

The security of the school unit's computers, networks and Internet services is a high priority.

Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

#### **H. Additional Rules for Laptops Issued to Students**

1. Laptops are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. Before a laptop is issued to a student, the student and his/her parent must sign the school's acknowledgment form. Parents are required to attend an informational meeting before a laptop will be issued to their child.
3. Students are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. Regional School Unit No. 38 offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. **Parents who choose not to purchase insurance should be aware that they are responsible for any costs associated with loss, theft or damage to a laptop issued to their child.**

4. If a laptop is lost or stolen, this must be reported to **the building principal or Technology Integration Specialist** immediately. If a laptop is stolen, a report should be made to the local police immediately.
5. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. 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 child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student to whom it is assigned.
9. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

#### **I. Additional Rules for Use of Privately Owned Computers by Students**

1. A student who wishes to use a privately owned computer in school must complete a Student Request to Use Privately Owned Computer form. The form must be signed by the student, his/her parent, a sponsoring teacher, the school principal and the technology coordinator. There must be an educational basis for any request.
2. The technology coordinator will determine whether a student's privately owned computer 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 computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. The school unit is not responsible for damage, loss, or theft of any privately owned computer.
6. Students are required to comply with all Board policies, administrative procedures, and school rules while using privately owned computers at school.
7. Students have no expectation of privacy in their use of privately owned computers while at school. The school unit reserves the right to search a student's privately owned computer if there

is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.

8. Violation of any Board policies, administrative procedures or school rules involving a student's privately owned computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.

9. The school unit may confiscate any privately owned computer used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.

#### **J. Parental Permission Required**

Students and their parent/guardian are required to sign and return the Electronic Resources – User Acknowledgment Form (IJNDB-E) before being allowed to use school computers.

Cross Reference: IJNDB – Student Computer and Internet Use

**REGIONAL SCHOOL UNIT NO. 38  
ELECTRONIC RESOURCES - USER ACKNOWLEDGMENT FORM**

REQUIRED USER SIGNATURE:

I accept responsibility to abide by Regional School Unit No. 38 Electronic Resources - Acceptable Use Policy and Administrative Procedures as stated in this agreement. I further understand that any violations of the above provisions may result in the revocation of my user account, disciplinary action at the building level, and/or appropriate legal action. I understand that the use of the Internet, District Bulletin Board Service, and other electronic resources (hereinafter referred to as electronic resources) is a privilege not a right. I agree:

To use the electronic resources for appropriate purposes.

To use the electronic resources, in school, only with the permission of designated school staff.

To be considerate of other users, and use appropriate language.

Not to intentionally degrade or disrupt network services or equipment. This includes, but is not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized services, or violating copyright laws.

To comply with all of the rules included in the Electronic Resources Policy and Administrative Procedures.

I understand that I have no right to privacy when I use the electronic resources, and I consent to the monitoring of my communications.

I also understand that any conduct that is in conflict with this agreement is inappropriate and will result in termination of access to electronic resources, disciplinary action, and/or legal action.

User Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REGIONAL SCHOOL UNIT NO. 38  
ELECTRONIC RESOURCES - USER ACKNOWLEDGMENT FORM**

REQUIRED SIGNATURE OF PARENT OR GUARDIAN (for all student users)

Due to the nature of the electronic resources, it is neither practical nor possible for Regional School Unit No. 38 to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of these services. Therefore, parents must participate in the decision whether to allow their children access to these resources and must communicate their own expectations to their children regarding its use.

As the parent or guardian of this student, I have read Regional School Unit No. 38's Electronic Resources - Acceptable Use Policy, Administrative Procedures, and the User Acknowledgment Form

I understand that the electronic resources are designed for educational purposes and that Regional School Unit No. 38 will discourage access to objectionable material and communications that are intended to exploit, harass or abuse students. However, I recognize it is impossible for Regional School Unit No. 38 to restrict access to all objectionable material.

I understand that a variety of inappropriate and offensive materials are available. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child. I have determined that the benefits of my child having access to the electronic resources far outweigh potential risks.

I understand that any conduct by the above named student that is in conflict with this agreement is inappropriate, and such behavior will result in the termination of access, disciplinary action, and/or legal action.

I have reviewed these responsibilities with my child, and I hereby grant permission to Regional School Unit No. 38 to provide my child with access to the electronic resources.

Parent or Guardian Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_