STUDENT COMPUTER/DEVICE AND INTERNET USE RULES

All students are responsible for their actions and activities involving school unit computers/devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's computers/devices, networks, and Internet services, and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school employees who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator **[or other appropriate administrator]**. These rules apply to all school computers/devices wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

A.   Acceptable Use

1. The school unit's computers/devices, network and Internet services 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 computers/devices, whether on or off school property.

3. Students also must comply with all specific instructions from school employees and volunteers when using the school unit's computers/devices.

4. Students are required to provide their passwords for any school-issued computers/devices to the building administrator and/or designee**.**

B.   Prohibited Uses

Unacceptable uses of school unit computers/devices 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/cyberbullying and/or illegal materials or messages.

2. **Illegal Activities –** Students may not use the school unit's computers/devices, network and Internet services 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 computers/devices.

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 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. **NOTE: If school unit has a copyright policy, include:** *See Board policy/procedure EGAD – Copyright Compliance.*

4. **Downloading "Apps" –** Students may not download any "apps" without prior approval from an authorized school employee.

5. **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. **NOTE: If there is a Board policy or school rules concerning plagiarism or academic integrity, a reference should be included in Paragraph #4.**

6. **Use for Non-School-Related Purposes -** Using the school unit's computers/devices, network and Internet services for any personal reasons not connected with the educational program or school assignments. **NOTE: If schools allow students to use school computers/devices for any personal purposes, this paragraph can be modified, but schools have the duty to ensure that any personal use is supervised and complies with safety standards.**

7. **Misuse of Passwords/Unauthorized Access –** Students may not share passwords (except with authorized school employees); use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.

8. **Malicious Use/Vandalism –** Students may not engage in any malicious use, disruption or harm to the school unit's computers/devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

9. **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. If a student believes filtering should be less restrictive on a temporary basis for specific, bona fide research purposes, he/she should discuss the matter with his/her teacher.

10. **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 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 computers/devices, networks, and/or Internet services, 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/devices, networks, and/or Internet services.

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 computer/device, network, and/or Internet service 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 school unit's computers/devices, network and Internet services 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 Devices Issued to Students

1.   Laptops/iPads are loaned to students as an educational tool and may be used for purposes specifically authorized by school employees and the MLTI program.

2.   Parents are required to attend an informational meeting before a 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 devices at all times, whether on or off school property, including costs associated with repairing or replacing the devices. RSU #3 offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the device 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 device issued to their child.**

4.   If a device is lost or stolen, this must be reported to the building principal immediately. If a device is stolen, a report should be made to the local police and to the building administrator immediately.

5. The Board's policy and rules concerning computer and Internet use apply to use of devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.

6. Violation of policies or rules governing the use of computers/devices, or any careless use of a device, may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school employees. The student will also be subject to disciplinary action for any violations of Board policies/procedures 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 device and Internet access when in use at home.

8. The 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 school-loaned devices by all persons must comply with the school's Student Computer/Device and Internet Use Rules.

10. Devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

NOTE: If local Boards allow students to use privately-owned computers/devices at school in lieu of (or in addition to) using school-issued computers/devices, the following suggested rules cover some of the topics we think **are important to address. The rules can be modified to address local practices and needs. Even if a school unit does not generally allow students to use their own computers/devices, there may be limited circumstances where it is appropriate (need for specific software or hardware to comply with a student's IEP, for example). We recommend that schools have a request form for students/parents to complete if a student wants to use a privately-owned computer/device at school. Please let us know if you would like a sample.**

NOTE: School units using Google's G-Suite for Education (formerly Google Apps for Education) may wish to consider including an additional section regarding use of that service. The following is sample language that can be used in that event:

J.   Google G-Suite for Education

The school unit will, at its discretion, create Google G-Suite for Education accounts for students. Accounts will be terminated when a student ceases to be a student in the school unit. **Note: Schools should be careful that they properly preserve necessary records (including emails) that may exist in a student's account prior to terminating it and maintain those records in according with school unit policy and applicable record keeping laws.** Google G-Suite features will be enabled on a user-by-user-basis at the discretion of the Technology Director. Use of Google G-Suite is subject to Google's acceptable use policy (a copy of which is available to employees upon request from the Information Technology Department), as well as all other school unit policies, procedures, and rules. The school unit maintains the right to suspend or terminate a student's access to his or her account when it believes there has been a violation of school unit policy, procedure, rules, or of law. Students must, at all times, take reasonable measures to protect files and information in G-Suite, including, but not limited to, not sharing passwords or other login information, logging out of accounts when not in use, never attempting to access or accessing another user's account without permission, and being careful and purposeful when deciding whether to share access to information with other students.

Cross Reference: IJNDB – Student Use of School-Issued Computers, Devices and the Internet

Adopted: May 14, 2018