RSU 3 STUDENT COMPUTER AND INTERNET USE RULES

All students are responsible for their actions and activities involving school unit computers, 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 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 the building principal. These rules apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

Failure to comply with Board Policy IJNDB and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

A.   Computer Use is a Privilege, Not a Right

Student use of the district's computers, networks and Internet service 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 Principal shall have the authority to decide whether a student's privileges will be denied or revoked. Parents/Guardians may appeal this decision to the Superintendent of Schools, whose decision will be final.

B.   Education in Internet Safety

The Superintendent of RSU 3 or designated representatives will provide age appropriate training for students who use the RSU 3's Internet facilities. The training provided will be designed to promote commitment to:

1.   The standards and acceptable use of Internet services as set forth in the RSU 3 "STUDENT COMPUTER AND INTERNET USE RULES" (IJNDB-R) and "RSU 3 STUDENT COMPUTER AND INTERNET USE" (IJNDB) Policies;

2.   Student safety with regard to:

- **Safety on the Internet**
- **Appropriate behavior while online, on social networking web sites, and in chat rooms**
- **Cyber-bullying awareness and response**

3. Compliance with the E-rate requirements of the Children's Internet

Protection Act ("CIPA")

Upon completion of this training, the student will acknowledgment of receiving this training and will follow the provisions of the RSU 3 governing policies for student internet use.

C. Acceptable Use

1. The school unit's computers, 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, 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.

D. Prohibited Uses

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

2. **Illegal Activities –** Students may not use the school unit's computers, 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.

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.

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. **Copying software** – Copying or downloading software without the express authorization of the system administrator. Unauthorized copying software is illegal and may subject the copier to substantial civil and criminal penalties.

6. **Use for Non-School-Related Purposes -** Using the school unit's computers, network and Internet services for any personal reasons not connected with the educational program or school assignments.

7. **Misuse of Passwords/Unauthorized Access –** Students may not share passwords; 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, 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.

10. **Unauthorized Access to Blogs/Social Networking Sites, Etc. –**Students may not access blogs, social networking sites, etc. to which student access is prohibited, unless authorized by the building principal or teachers to do so.

E.   No Expectation of Privacy

The District's unit retains control, custody and supervision of all computers, networks and Internet services owned or leased by the District. The District reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

F.   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/procures 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.

G.   School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or

Illegal Use

The District 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 computers such as copyright violations.

H.   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 while using a school computer 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.

I.   System Security

The security of the school unit's computers, 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.

J.   Parental Acknowledgement Required

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgement Form before being allowed to use school computers.

K.   Additional Rules for Laptops Issued to Students

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

2.   Students and their families 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.

3.   If a laptop is lost or stolen, this must be reported to the building principal immediately.

4.   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.

5.   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/procedures or school rules.

6. Parents will be informed of their child's login password upon request. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.

7. The laptop may only be used by the student to whom it is assigned and family members to the extent permitted by the school.

8. All use of school-loaned laptops by all persons must comply with the school's Student Computer Use Policy and Rules.

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

Cross Reference: IJNDB – Student Computer and Internet Use

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