

## STUDENT COMPUTER AND INTERNET USE

RSU 13 provides computers, networks, and Internet access to support the educational mission of the schools, and to enhance the curriculum and learning opportunities for students and school staff. 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.

Student use of school computers, networks and Internet services is a privilege not a right. Students are required to comply with this policy and the accompanying rules. Any student who violates this policy or any rules governing use of the RSU 13 computers will be subject to disciplinary action, up to and including expulsion. Illegal uses of the school unit's computers will also result in referral to law enforcement authorities.

All RSU 13 computers remain under the control, custody, and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers. A copy is kept of all email sent or received using RSU 13 networks.

While reasonable precautions will be taken to supervise student use of the Internet, RSU 13 cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of Board policies or procedures. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet, nor liability for any inappropriate usage or site access.

Each student authorized to access RSU 13 computers, networks, and Internet services is required to sign an Acceptable Use Form stating that he/she has read this policy and the accompanying rules. This Form will be retained in the school office.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules, and for advising the Board of the need for any future amendments or revisions to the policy or procedures. The Superintendent may develop additional administrative procedures governing the day-to-day management and operations of the RSU 13 computer system as long as they are consistent with the Board's policy. The Superintendent may delegate specific responsibilities to building principals, RSU 13 Technology Director and others as appropriate.

Adopted: 3/4/10

## STUDENT COMPUTER AND INTERNET USE RULES

These rules implement Board policy 2.50 Student Computer 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 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 school unit's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension and cancellation of privileges as well as additional disciplinary and/or legal action. The building principal shall have final authority to decide whether a student's privileges will be denied or revoked.

### B. Acceptable Use

Student access to 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. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instruction from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks and Internet services.

### C. Prohibited Use

The user 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. Examples of unacceptable uses 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 materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and /or illegal;
- 2) **Illegal Activities** – Using the school unit's computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules;
- 3) **Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission;
- 4) **Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified;
- 5) **Copying Software** – Copying, downloading or installing software without the express authorization of the system administrator;
- 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 for any other inappropriate use;
- 7) **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords without permission and/or accessing 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; and
- 9) **Unauthorized Access to Chat Rooms/News Groups/E-mail** – Accessing chat rooms, news groups or E-mail without specific authorization from the supervising teacher.

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

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

#### **E. 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 2.50 and/or these rules, including investigation of violations.

#### **F. 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 inappropriate or illegal use of its computers such as copyright violations.

#### **G. Student Security**

A student shall not reveal his/her full name, address, telephone number or other personally identifiable information on the Internet without prior permission from a supervising teacher. 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.

#### **H. System Security**

The security of the school unit’s computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the system 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.

#### **I. Parental Permission 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.

Cross Reference: 2.50 Student Computer and Internet Use

Adopted: 3/4/10

**STUDENT COMPUTER AND INTERNET USE AGREEMENT**

Student: I understand and will abide by the Student Computer and Internet Use Agreement and the Student Computer and Internet Use Rules specified in this document. I understand that any violation of the preceding regulations is unethical. Should I commit any violation, my access privileges may be revoked and school disciplinary as well as appropriate legal action will be taken.

Printed Name \_\_\_\_\_

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

Parent/Guardian: I have read Student Computer and Internet Use Agreement and the Student Computer and Internet Use Rules specified in this document. I understand that Internet access is designed for educational purposes. I realize that RSU 13 has taken steps to discourage access to controversial material. However, I also recognize that it is not practicable for RSU 13 to restrict access to all controversial material and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child.

Printed Name \_\_\_\_\_

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