

**Student Computer and Internet Use And Internet Safety
Administrative Procedures**

All students are responsible for their actions and activities involving MSAD 6 computers/devices, network and Internet services, and for their computer/devices files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's computers/devices and examples of prohibited uses. The procedures 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 Director. These procedures apply to all school computers/devices and all school-provided computers/devices wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed. Computer use 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 will have final authority to decide whether a student's privileges will be denied or revoked.

A. Acceptable Use

1. MSAD 6's computers/devices, network and Internet services are provided for educational purposes and research consistent with the MSAD 6 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 must comply with all specific instructions from school staff and volunteers when using the school district's computers/devices.

B. Prohibited Use

Unacceptable uses of MSAD 6 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 and/or illegal materials or messages.
2. *Illegal Activities* – Students may not use MSAD 6 computers/devices, network and Internet services for any illegal activity or in violation of any

Board policy/procedure or school rules. The district 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 Director. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. MSAD 6 assumes no responsibility for copyright or licensing violations by students. See Board policy/procedure EGAD – Copyright Compliance.
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 website must be identified.
5. *Use for Non-School-Related Purposes* – Students may not use MSAD 6 computers/devices, network and Internet services for any personal reasons not connected with the educational program or school assignments.
6. *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.
7. *Malicious Use/Vandalism* – Students may not engage in any malicious use, disruption or harm to MSAD 6 computers/devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer/device viruses.
8. *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 district filters.
9. *Unauthorized Access to Blogs/Social Networking Sites, Etc.* – Students may not access blogs, social networking sites, etc. to which student access is prohibited.

C. No Expectation of Privacy

MSAD 6 retains control, custody and supervision of all computers/devices, networks, and Internet services owned or leased by MSAD 6. MSAD 6 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.

D. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating MSAD 6 for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using district computers/devices, including the cost of investigating such violations. MSAD 6 assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers/devices.

E. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, or other personal information on the Internet while using a school computer/device 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.

F. System Security

The security of MSAD 6 computers/devices, networks, 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 will not demonstrate the problem to others or access unauthorized material.

G. Additional Rules for Computers/Devices Issued to Students

1. Computers/devices are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and programs such as the MLTI program.
2. Families wishing to take home a device must adhere to the following procedures.

- a. Students who are 18 years of age or older and parents are required to participate in a district provided orientation and give signed permission before a computer/device will be allowed to go home with their student.
- b. Students and their families are responsible for the proper care of computers/devices at all times, whether on or off school property, including costs associated with repairing or replacing the computer/device. Such repairs, damages or malfunctions not covered under warranty, as determined by the manufacturer, will be the responsibility of the parent/guardian. Until the repair costs are covered by the student/parents/guardian the privilege of taking home the device will be revoked.
- c. If a computer/device is lost or stolen, this must be reported to the Technology Director/building administrator immediately. If a computer/device is determined stolen, a report will be made to the local police immediately by administration.
- d. The Board's policy and rules concerning computer/device and Internet use apply to use of computers/devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of computers/devices issued by school staff.
- e. Violation of policies or rules governing the use of computers/devices, or any careless use of a computers/device may result in a student only being allowed to use the computers/device 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.
- f. Parents are responsible for supervising their child's use of the computer/device and Internet access when at home.
- g. The computer/device may only be used by the student to whom it is assigned and family members to the extent permitted by programs such as the MLTI program.
- h. All use of school-loaned computers/devices by all persons must comply with the district's Student Computer and Internet Use and Internet Safety Policy (IJNDB) and Procedures (IJNDB-R).
- i. Computers/devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

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NEPN/NSBA Code: IJNDB-R

H. Additional Rules for Use of Privately-Owned Computers/Devices by Students

1. Use of a personal computer/device may be denied if it is determined that there is not a suitable educational basis and/or if the demands on the district's network or staff would be unreasonable.
2. The student is responsible for proper care of his/her privately owned computer/device, including any costs of repair, replacement or any modifications needed to use the computer/device at school. Privately owned computers/devices must have current virus protection.
3. MSAD 6 is not responsible for damage, loss or theft of any privately owned computer/device.
4. Students are required to comply with all Board policies, administrative procedures and school rules while using privately owned computers/devices at school.
5. Students have no expectation of privacy in their use of a privately owned computer/device while at school. MSAD 6 reserves the right to search a student's privately-owned computer/device 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/device.
6. Violation of any Board policies, administrative procedures or school rules involving a student's privately-owned computer/device may result in the revocation of the privilege of using the computer/device at school and/or disciplinary action.
7. MSAD 6 may confiscate any privately-owned computer/device used by a student in school without authorization as required by these rules. The contents of the computer/device may be searched in accordance with applicable laws and policies.

Cross Reference:

EGAD - Copyright Compliance
EGAD - Copyright Compliance Rules
GBEB – Staff Conduct with Students

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NEPN/NSBA Code: IJNDB-R

GCSA – Employee Computer and Internet Use
IJNDB - Student Computer and Internet Use
JFCK - Student use of Cellular Telephones and Other Electronic
Devices
JIC - Student Code of Conduct
JICIA – Weapons, Violence, Bullying and School Safety
JICK – Bullying

Revised: November, 2002; October 1, 2012

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