CODE: IJNDB-R

# STUDENT TECHNOLOGY/INTERNET USE RULES

These rules accompany Board policy IJNDB (Student Technology and Internet Use). Each student is responsible for his/her actions and activities involving school unit technology (including computing devices issued to students), networks, and Internet services, and for his/her computer files, passwords, accounts and personal computing devices accessing the MSAD27 network. These rules provide general guidance concerning the use of the school unit's computing devices 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. Technology Use is a Privilege, Not a Right

Student use of the school unit's technology, networks and Internet services 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 final authority to decide whether a student's privileges will be denied or revoked.

## B. Acceptable Use

Student access to the school unit's technology, 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 technology as apply to other student conduct and communication. The Internet is considered a limited forum, similar to a school newspaper, and therefore the District may restrict your right to free speech for valid educational reasons.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's technology, networks and Internet services.

All Board policies, school rules, and expectations concerning student conduct and communications apply when students are using the school unit's computing devices, whether it is on or off school property. Students are also expected to comply with all specific instructions from school administrators, school staff or volunteers when using the school unit's computing devices.

## C. Consequences for Violation of Technology/Internet Use Policy and Rules

Student use of the school unit computing devices, 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, after having been given the opportunity to respond to an alleged violation, 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 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 relevant factors.

## D. Prohibited Use

The user is responsible for his/her actions and activities involving the school unit's technology, networks and Internet services and for his/her technology 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 activities or engaging in "cyber bullying", both in and out of school;

2. **Illegal Activities** – Using the school unit's technology, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/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 EGAD-Copyright Compliance). The school unit assumes no responsibility for copyright violations by students;

4. **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;

5. **Copying/Installing Software** – Copying, installing or downloading software without the express authorization of the system administrator. 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, installing or downloading by students;

6. **Non-School Related Use** – Using the school unit's technology, networks and Internet services for non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;

7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords without permission and/or accessing other user's accounts;

8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school unit's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses;

9. **Unauthorized Access to Blogs/Chat Rooms/News Groups** – Accessing chat rooms or newsgroups without specific authorization from the supervising teacher; and

10. **Respecting Resources Limits** – The system may only be used for educational and career development and limited high quality discovery activities. Downloading of large files without approval of a supervising teacher is prohibited.

11. **MLTI or School-Supplied Software** - Removal or disabling of any MLTI or School-supplied software (including but not limited to LanSchool);

12. **VPN or Proxy Servers** - Any use of a Virtual Private Network (VPN) or Proxy Servers that bypass the school's firewall and server;

13. **Personal Apple ID** - Any use of personal Apple ID's other than the school issued Apple ID while the technology is being used at school.

## E. No Expectation of Privacy

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

## F. Compensation for Losses, Costs and/or Damages

Technology is loaned to the student as an educational tool and is only intended for use by the student to whom it is assigned for completing school assignments. The student and/or 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 IJNDB and/or these rules, including investigation of violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit's technology. The student or parent/guardian shall pay the school the repair or replacement cost of any technology lost or damaged both on and off school grounds. This policy includes reimbursement for costs associated with such actions as dropping the technology unit; damage caused by leaving the technology in an unattended book bag or unlocked locker; and damage caused by leaving the technology in extreme temperatures.

The student and/or student's parent/guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred to any accessories that accompany the technology, including: STM Protective Case, Brenthaven carry bag, and power adapter.

It is the expectation that the technology unit will be returned to the District in the same condition as when it was issued to the student. The student must immediately report damage or loss to the technology department and the Principal.

## G. 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 cards charges, long distance telephone charges, equipment and line costs, or for any illegal use of its technology such as copyright violations.

## H. Student Security

A student shall not reveal his/her full name, address or telephone number, social security number or other personal 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.

## I. System Security

The security of the school unit's technology, networks and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator, principal or a teacher immediately. The user shall not demonstrate the problem to others or access unauthorized materials. Any user who attempts or causes a breach of system security or fails to report a system security problem shall have his/her privilege revoked and may be subject to additional disciplinary and/or legal action. Electronic footprints will be imprinted on the system whenever an action is performed.

## I. Parental Permission Required

Students and their parent/guardian are required to sign and return the Technology/Internet Access Acknowledgment Form (IJNDB-E) before being allowed to use school technology *and/or to remove the technology from the school campus.*

## J. Additional Rules for Computing Devices Issued to Students

1. Computing devices are loaned to students as an educational tool and are only authorized for use in completing school assignments.

2. Before a computing device is issued to a student, the student must sign the school's "acceptable use" agreement as well as other required documentation. Parents are required to attend an information meeting before a computing device will be issued to their child. The meeting will orient parents to the goals and workings of the program, expectations for care of school-issued computing devices, Internet safety, and the school unit's rules in regard to use of this technology.

3. Students and their parents are responsible for the proper care of computing devices at all times, whether on or off school property, including costs associated with repairing or replacing the computing device. MSAD27 Continuing Technology Program for parents to cover replacement costs and/or repair costs for damages not covered by the warranty. Parents who choose not to purchase coverage should be aware that

they are responsible for any costs associated with loss, theft, or damage to a technology device issued to their child. Students will not be issued any new or replacement devices until all debts for past technology damage or replacement costs are settled.

4. Loss or theft of a computing device must be reported immediately to the building principal, and if stolen, to the local law enforcement authority as well.

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

6. Violation of policies or rules governing the use of computers, or any careless use of a computing device may result in a student's computing device being confiscated and/or a student only being allowed to use the computing device 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 are responsible for supervising their child's use of the computing device and Internet access when not at school.

8. The computing device may only be used by the student to whom it is assigned. Incidental use by family members is currently permitted.

## K. Acceptable Use Incentive

MSAD27 recognizes that students will adhere to all rules and prohibited uses of technology outlined in this policy. Any student who has completed the school year, free of any violations outlined in this policy may have the opportunity to take their school-issued technology home to use over the summer break. All devices will be inspected by the technology department prior to the device being issued to the student for summer break and again upon return to school.

*Note: In the event that the State of Maine requires the collection and return of the technology at the termination or renewal of the MLTI program, this incentive may be affected.*

## Cross Reference: IJNDB-Student Technology and Internet Use

**ADOPTED: SEPTEMBER 6, 1995**

**REVISED AND ADOPTED: OCTOBER 18, 1997**

**REVISED AND ADOPTED: SEPTEMBER 10, 1999**

**REVISED AND ADOPTED: OCTOBER 8, 2004**

**REVISED AND ADOPTED: DECEMBER 8, 2007**

**REVISED AND ADOPTED: OCTOBER 3, 2016**

CODE: IJNDB-R

Maine School Administrative District No.27
84 Pleasant Street, Suite 1 - Fort Kent, ME 04743

# STUDENT COMPUTER/INTERNET USE ACKNOWLEDGMENT FORM

***No Student shall be allowed to use school computers or the Internet until the Student and parent/guardian have signed and returned this acknowledgment to the school.***

## *Student:*

I have read policy IJNDB-R: Student Computer/Internet Use and Student Computer/Internet Use Rules and agree to comply with them.

_____ _____

Signature of Student Date

_____

(Please Print Name)

## *PARENT/GUARDIAN:*

I have read policy IJNDB-R: Student Computer/Internet Use and Student Computer/Internet Use Rules and understand that my son/daughter's use of school computers is subject to compliance with these rules.

_____ _____

Signature of Parent/Guardian Date

_____

(Please Print Name)

CODE: IJNDB-R

Maine School Administrative District No.2784

Pleasant Street, Suite 1 - Fort Kent, ME 04743

# M.S.A.D. # 27 CONTINUING TECHNOLOGY PROGRAM PARTICIPATION AGREEMENT

M.S.A.D. # 27 is pleased to offer a program in conjunction with the State of Maine Learning Technology Initiative to provide selected classes within the system with the use of Apple MacBook computers. In order to protect the integrity of the program and insure its success, we must insist that students and their parents take responsibility for the condition and appropriate use of the laptop computers. Accordingly, students and parents are required to acknowledge the following conditions and terms in order to participate.

First and foremost, the students and their families are expected to handle and utilize the laptops with due care. The laptops are only to leave the school premises upon being signed out pursuant to the guidelines instituted by M.S.A.D. # 27, and all rules and recommendations are to be fully complied with. Please recognize that these units are your responsibility while the student is using them.

We are also requiring the purchase of mandatory self-insurance to cover accidental damage, ordinary and normal wear and malfunction, and maintenance of the laptop computers. THIS COVERAGE WILL NOT INCLUDE WILLFUL, INTENTIONAL OR MALICIOUS DAMAGE OR USE OF THESE COMPUTERS. ANY SUCH MISUSE OR DAMAGE WILL BE THE FULL FINANCIAL RESPONSIBILITY OF THE STUDENT AND PARENT(s).

The coverage will be extended to students and their families at a reduced cost as follows:

**$40.00 per school year for students.**

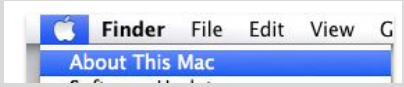
There is a **one-hundred dollar ($100) deductible** for any claims, not covered by Apple, made on this insurance, when the district must send the laptop back to the manufacturer for repairs that cannot be performed by M.S.A.D. # 27 staff in-house. This deductible is in addition to the premium listed above, and is to be paid by the student or parent at the time of repair/replacement.

The laptops will be returned to the school at the end of the school year, or upon the student's transfer or other removal from M.S.A.D. # 27. In the event the laptop is not returned as required, the student and parents(s) will be

liable for the cost of replacing the laptop, approximately **$1,100.00**. These computers are the property of the State of Maine, and are registered to M.S.A.D. # 27.

The Apple MacBook Take Home Guidelines and Procedures, attached hereto, shall be strictly followed by all students and parents participating in this program. Your signature below acknowledges that you have received those guidelines and this agreement, and further that you understand and agree to follow them.

Again, we are very pleased to be able to offer this beneficial program to our students. Your care in following these guidelines will help insure the success and continuation of the program in future years.

| | |
|---|---|
| **Student Name** | |
| **Address** | |
| **Phone Number** | |
| **Laptop Serial Number**<br>*Locate under "About this Mac"*<br> | |
| **Insurance Payment Received** | $ |

Check One of the following:

☐ I will allow the laptop to go home with my child.

☐ I do not wish the laptop to go home with my child.

**WE HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE APPLE MacBook TAKE-HOME GUIDELINES, AND THE TERMS AND CONDITIONS CONTAINED THEREIN. WE AGREE TO ABIDE BY ALL OF THE TERMS, CONDITIONS AND GUIDELINES ASSOCIATED WITH THE APPLE MacBook LAPTOP PROGRAM AS SET FORTH.**

_____

_____

Student Signature

Parent/Guardian Signature

_____

Date