

Student Technology Devices & Internet Use Rules

All students are responsible for their actions and activities involving school unit technology, network and Internet services, and for their technology files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's technology 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. These rules apply to all school technology and all school-provided technology 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 technology, 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 technology, 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 technology.

B. Prohibited Uses

Unacceptable uses of school unit technology 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 technology, 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 technology.
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 download any 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 appropriately identified.

5. **Acceptable Use** – Students are expected to abide by this Acceptable Use Policy no matter where they are including but not limited to at school, at home or any public internet access point.
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 the school unit's technology, network and Internet services, including but not limited to hacking activities and creation/uploading of technology 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 school 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. 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 technology, 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 technology.

D. 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 technology 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 technology, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher, the Technology Coordinator, or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

F. Additional Rules for Technology devices Issued to Students

RSU #16 (Mechanic Falls, Minot, Poland)

Policy Code: IJNDB-R

Adopted: August 2010

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1. Technology devices are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the Maine Learning Technology Initiative (MLTI) program.
2. Parents are required to attend an informational meeting before a technology 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 technology devices at all times, whether on or off school property, including costs associated with repairing or replacing the technology device. Due to the high cost of repairs, Regional School Unit 16 requires a non-refundable, annual technology device use fee of \$30.00. This use fee is not insurance. This fee will cover replacement costs and/or repair costs for damages not covered by the technology device warranty with the exception of negligence. Negligence is defined as failure to exercise the care that a reasonably prudent person would exercise in like circumstances. Students receiving free lunch will pay \$20 and students receiving reduced lunch will pay a fee of \$25.00. Repair fees incurred due to negligence will be billed to the parent at \$100 per incident. The repair fee is not insurance.
4. If a technology device is lost or stolen, this must be reported to a building administrator immediately. If a technology device is stolen, a report must be made to the local police immediately.
5. The Board's policy and rules concerning technology and Internet use apply to use of technology devices at any time or place, on or off school property.
6. Violation of policies or rules governing the use of technology, or any careless use of a technology device may result in a student's technology device being confiscated and/or a student only being allowed to use the technology device under the direct supervision of school staff, including having the ability to take it home revoked. The student may also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
7. Parents are responsible for supervising their child's use of the technology device and Internet access when in use at home.
8. The technology device may only be used by the student to whom it is assigned and Parents to the extent permitted by the Maine Learning Technology Initiative (MLTI) program.
9. All use of school-loaned technology devices by all persons must comply with the school's Student Technology Use Policy (IJNDB).
10. Technology devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Cross Reference:

IJNDB	Student Technology Devices and Internet Use
IJNDB-C	Guidelines for Care & Use of School Issued Technology Devices
IJNDB-C1	Student/Parent Signature Form

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SIGNATURE BLOCK:

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