

School Union 69

Acceptable Use Policy for Student Computer and Internet Use

The Union 69 School 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 School Committee believes that the resources available through the Internet are of significant value in the learning process and in 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. The following procedures and guidelines are used to help ensure appropriate use [whether in use at school or off school premises. This policy and accompanying rules also apply to other school devices issued directly to students \(such as laptops and iPads\) whether in use at school or off school premises.](#)

1. Users are to receive instruction in the proper use of computers and the Internet through classroom instruction. The laptop or computer that students are being issued is an educational tool and should only be used in that capacity. Any MLTI laptop computer is the property of the State of Maine and registered to the individual Union #69 Middle Schools (Hope, Appleton, and Lincolnville). At this time, students transferring schools or exiting the Union #69 System are expected to turn in the laptop immediately. Other school laptops are owned by the school directly and are school property.
2. Before a student is allowed to use school computers and Internet services, parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the "Computer/Internet Access Acknowledgment" and reading this policy's terms and conditions for use of the Internet. The signed acknowledgment will be retained by the school. Parents also have the option of denying permission for their child to use the Internet.
3. Students, in particular, may then use the Internet in a supervised school environment. While reasonable precautions will be taken to supervise student use of the Internet on and off-site (utilizing NetworkMaine and our Cisco Open DNS Umbrella filtering), the Union 69 schools cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of school, in violation of policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet. Parents can reinforce school efforts by encouraging or practicing appropriate use at home.
4. Student use of school computers, network, and Internet services is a privilege not a right. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.
5. Students and parents shall be informed of this policy/procedure on an annual basis through handbooks, school website and/or other means selected by the Superintendent.
6. The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the School Committee of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the School Committee's policy/rules. The Superintendent may delegate specific responsibilities to Building Principals and others that he/she deems appropriate.

Expectations for Laptop/Computer Use

*combined with Policy IJNDB-R

Laptop/Computer users are expected to behave responsibly in accessing and viewing information that is pertinent to the vision for learning of Union #69. You are expected to abide by the generally accepted school rules and network etiquette as outlined in the Digital Citizenship courses (CommonSense Media). These include, but are not limited to, the following:

1. You should always have a teacher-approved topic related to research for school work before using the Internet. Proper citation of research references is expected at teacher's request.
2. Be courteous and respectful in your messages to others. Use appropriate language. Do not swear, tease, use vulgarities, or any other inappropriate language. Illegal activities including harassment are strictly forbidden.
3. Always try to do your best writing and proofread and edit your messages/work following conventional formats. Do not reveal personal information including your home address or phone number, or those of other users. Use school addresses and phone numbers only...even if you think you "know" your correspondent.
4. Students have no expectation of privacy in their use of school computers. All school computers remain under the control, custody, and supervisions of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Messages relating to or in support of illegal activities may be reported to the authorities. Inappropriate use will result in parent notification, take home privileges being revoked and/or a laptop without student admin rights to be assigned (LCS).
5. Union #69 will, at its discretion, create Google G-Suite for Education accounts for students. Accounts will be terminated when a student ceases to be a student in the Fivetown CSD schools. Google G-Suite features will be enabled on a user-by-user-basis at the discretion of the Technology Coordinator. Use of Google G-Suite is subject to Google's acceptable use policy (a copy of which is available upon request from the Information Technology Department). The school unit maintains the right to suspend or terminate a student's access to his or her account when it believes there has been a violation of this policy, procedure, rules or of law. Students must, at all times, take reasonable measures to protect files and information in G-Suite, including, but not limited to, not sharing passwords or other login information, logging out of accounts when not in use, never attempting to access or accessing another user's account without permission and being careful and purposeful when deciding to share access to information with other students.
6. Only public domain items such as video, text, images, and/or sound for school assignments can be downloaded from the Internet. Unauthorized downloading of information to student devices will not be tolerated.
7. Do not use the network in such a way that you would disrupt the use of the network by other users. The security of the school unit's computers/devices, 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.
8. A laptop should never be left unattended during and/or after school extra-curricular activities. If a laptop is found, it must be turned in to the Technology Office.
9. Care of Computers/Laptops: Students & families are responsible for proper care of devices at all times, whether on or off school property including cost of repair or replacement.
 - Do not physically mark up the laptop or its storage case at all. Computers should be clean at all times. (No writing on with markers, putting stickers on, etc.) Expect regular checkups. Keep all food and drinks away from computers.

- All laptops will be kept in a special cart in the classroom. Students are expected to return laptops to their assigned slot.
- Laptops should be carried to other rooms in zipped/closed storage cases at all times. DO NOT recharge in storage cases.
- The storage case has a clear display area where the student's name can be displayed.
- Any inappropriate use or neglectful care of a laptop or its carrying case observed by anyone should be reported immediately.
- The recharging of laptops will take place at least once daily at home or in the charging station if not taken home. This will generally occur during non-instructional time (lunch/recess), at the end of each school day, school field trips, weekends, and throughout school vacations unless the student and his/her family have signed it out (See Sign Out Procedure).

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:

Accessing Inappropriate Materials: [Accessing, submitting, posting, forwarding, downloading, scanning or ing display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying/cyberbullying and/or illegal materials or messages.](#)

Illegal Activities: Using the school unit's computers, networks and Internet services for any illegal activity or activity that violates other School Committee policies, procedures and/or school rules.

Violating Copyrights: Copying or downloading copyrighted materials including but not limited to music, images, and films without the owner's permission. [Unauthorized copying of software is illegal and may subject the copier to substantial civil and rhinal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.](#)

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 website must be cited.

Downloading Apps: [Students may not download any "apps" without prior approval from the Technology Coordinator.](#)

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.

Misuse of Passwords/Unauthorized Access-Sharing Passwords: Using other users' passwords without permission ([except with an authorized school employee](#)); or accessing other users' accounts ([except with an authorized school employee](#)); or attempt to circumvent network security systems.

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.

Avoiding School Filters - [Any attempt to avoid filters or use any software, utilities or other means to access internet sites or content blocked by the school filters. If a student believes filtering should be less restrictive on a temporary basis or specific, bonafide research purposes, he/she should discuss the matter with his/her teacher and Technology Coordinator.](#)

Unauthorized Access To Blogs/Social Networking sites, etc.: [Accessing blogs, social networking sites, etc. to which student access is prohibited.](#)

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 of damages incurred by the school unit related to violations of policy IJNDB and/or these results, including investigation of violations.

School Unit Assumes No Responsibility for /Unauthorized Charges, Costs of Illegal Use

The school unit assumes no responsibility for any unauthorized charges made by student including but not limited to credit chard charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Online Safety Rules for Students

“I will not give out personal information, such as my address, telephone number, parent’s work address or telephone number or the name and location of my school without my parents’ and teachers’ permission.”

“I will tell my parents and teachers right away if I come across any information that makes me feel uncomfortable.”

I will never agree to get together with someone I “meet” online (e-mail or chat rooms) without first checking with my parents and teachers. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.”

“I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents and teachers right away so that they can contact the online service.”

(Taken from “Child Safety on the Information Highway” brochure from the National Center for Missing and Exploited Children and the Interactive Services Association)

NEPN/NSBA Code: GCSA

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 - Student Computer/Internet Use and Rules and agree to comply with them.

Signature of Student

Date

Parent/Guardian:

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

√ **CHECK OFF your preferences below:**

- I do don’t give permission for my son/daughter to work with the Internet.
- I do don’t give permission for my son/daughter’s work to be published on the Internet.
- I do don’t give permission for my son/daughter’s name image to be used on the school’s web page.

Signature of Parent

Date

Laptop Sign Out Procedure

Signing Out

- The laptop issued to each student is an educational tool and should only be used in that capacity.
- In order to sign out a computer to take home, parents and students must attend a Family Orientation Meeting.
- Students must sign out and sign in their laptop and carrying case with their homeroom teacher.
- Sign outs will occur immediately after school unless alternative arrangements are made with the homeroom teacher.
- Laptops may not be used on a bus or taken in locker rooms, on playing fields, courts, etc. We recommend making arrangements in advance with parents & teachers for laptop pick up when students are participating in extra-curricular activities.

At Home

- When at home, the laptop will ALWAYS be used in a common family location with adult supervision.
- Parents/Guardians will have their child's login password upon request in order to supervise student's usage at home.

Return

- The laptop and its carrying case will be signed back in before or during homeroom on the first school day following the day it was signed out.
- Parents will be contacted directly if a student returns to school without the computer and will be expected to bring the computer to school immediately.
- Failure to check the computer back in on time will result in the school revoking the privilege of signing out your laptop to take home. Repeated offenses will result in more serious consequences.

Responsibility

- All laptops must be returned to school fully charged and ready for use.
- If the laptop is stolen while signed out to you, it should be reported to the local police authorities and school principal immediately.
- Replacement costs and/or the repair for damages that are not covered by the warranty and occur to the laptop and its carrying case while it is signed out are the sole responsibility of the undersigned parent/guardian (via the MSMA insurance or other insurance as indicated below.) The laptop is only insured in the state of Maine. If a student needs to transport his/her laptop out of state, a parent or guardian must complete an agreement to accept full responsibility for the laptop.
- If you, as the parent/guardian, would rather that the computers NOT be brought home, please inform the school immediately.
- Failure to comply with the school's policy for laptop sign out may result in your sign out privileges being revoked.

I hereby agree to the procedures and expectations outlined in both the Laptop Guidelines and the Laptop Sign Out Procedure.

Printed **Student** Name: _____

Student Signature: _____ Date: _____

Printed **Parent/Guardian** Name: _____

Parent/Guardian Signature: _____ Date: _____

I have paid my portion of the MSMA Laptop insurance for take-home use. _____

**ADDENDUM
HOME USE OF STUDENT LAPTOP COMPUTERS**

Each Union #69 School Committee will permit students who have been the use of laptop computers in grades 6 - 8 to sign them out for home use overnight and weekends for home use. The following conditions for home use are set forth by the committee and must be agreed to by all parties prior to home use:

1. At least one parent or legal guardian of the child must attend a training session provided by the IT staff prior to any home use of the laptop.
2. Parent or legal guardian and student must agree in writing to abide by all rules and regulations developed by the school administration for the home use of computers. These rules include the School Committee’s policies for internet use and laptop policies.
3. Insurance for home use of the laptop computer must be purchased through each school’s insurance program to cover the loss of or serious damage to the units. The School Committee will pay for one half of the insurance cost and the parent/guardian will pay for one half. Costs will be adjusted annually.
4. If a claim occurs due to the loss or damage of the laptop when taken from school under this policy, the School Committee will assume responsibility for 50% of the payment of the minimum deduction (currently \$100.00 limit under the proposed insurance) for any deductible. Any cost of subsequent loss under this policy will be paid wholly by the parent/guardian.
5. The School Committee authorizes the Superintendent of Schools and/or his/her designee at the school to develop any additional rules/procedures for the implementation of this policy.

Approval:	HES - -17	LCS - -17	AVS - -17
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