

**Adopted: September 7, 2000**

**REVISED: June 7, 2012**

**Regional School Unit 54/Maine School Administrative District 54  
STUDENT COMPUTER AND INTERNET USE AND CYBER SAFETY**

RSU 54/MSAD 54 computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises.

Students are allowed to use privately-owned computers at school with prior authorization, provided that they comply with this policy and the accompanying rules.

Compliance with RSU 54/MSAD 54 policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer privileges limited. The building administrator shall have the final authority to decide whether a student's computer privileges will be altered, based on the circumstances of the particular case. Violations may also result in disciplinary action, referral to law enforcement and/or legal action.

RSU 54/MSAD 54 computers remain under the control, custody and supervision of the district at all times.

RSU 54/MSAD 54 monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on or off school property.

RSU 54/MSAD 54 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. RSU 54/MSAD 54 takes precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents/legal guardians should be aware that RSU 54/MSAD 54 cannot reasonably prevent all instances of inappropriate computer use by students that may violate School Board policies and rules, including access to objectionable materials and communication with persons outside of the school.

In the interest of student safety RSU 54/MSAD 54 also educates students and staff about online behavior, including interacting on social networking sites, chat rooms and issues surrounding cyberbullying awareness and response. The Superintendent shall be responsible for integrating cyber safety training and digital citizenship into the curriculum and for documenting Internet safety training.

Students and parents/legal guardians shall be informed of this policy and the accompanying rules through handbooks, the district and school web sites and/or other means selected by the Superintendent.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented by the Superintendent, consistent with School Board policies and rules.

Reference: IJNDB-R – Student Computer and Internet Use Rules  
IJNDB-E – Student Computer and Internet Use Rules Acknowledgement Form

**Adopted: September 7, 2000****REVISED: June 7, 2012****Regional School Unit 54/Maine School Administrative District 54  
STUDENT COMPUTER AND INTERNET USE RULES**

All students are responsible for their actions and activities involving RSU 54/MSAD 54 computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the district's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents/legal guardians 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 computers and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

**A. Acceptable Use**

1. RSU 54/MSAD 54 computers, 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 School Board policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the RSU 54/MSAD 54 computers.

**B. Prohibited Uses**

Unacceptable uses of school unit computers 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, sexual in nature, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. **Illegal Activities** – Students may not use the RSU 54/MSAD 54 computers, network and Internet services for any illegal activity or in violation of any School Board policy/procedure or school rules. RSU 54/MSAD 54 assumes no responsibility for illegal activities of students while using school computers.
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 Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The district 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 identified.
5. **Use for Non-School-Related Purposes** - Using RSU 54/MSAD 54 computers, 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 the school unit’s computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer 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** -- 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/legal guardians are responsible for compensating RSU 54/MSAD 54 for any losses, costs or damages incurred for violations of School Board policies/procedures and school rules while the student is using school unit computers, including the cost of investigating such violations. RSU 54/MSAD 54 assumes no responsibility for any unauthorized charges or costs incurred by a student while using district computers.

**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 computer. 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 RSU 54/MSAD 54 computers, 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.

## F. Additional Rules for Laptops Issued to Students

1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff.
2. Parents/legal guardians are required to attend an informational meeting before a laptop 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 laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. RSU 54/MSAD 54 offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. **Parents/legal guardians who choose not to purchase the protection program should be aware that they are responsible for any costs associated with loss, theft or damage to a laptop issued to their child.**
4. If a laptop is lost or stolen, this must be reported to the school administrator immediately. If a laptop is stolen, a report should be made to the local police and the school administrator immediately.
5. The School Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of School Board policies/procedures or school rules.
7. Parents/legal guardians will be informed of their child's login password. Parents/legal guardians are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. Laptops issued to high school students may only be used by the student. Laptops issued to middle school students may be used by parents to the extent permitted by the MLTI program and in accordance with the Student Computer Use Policy and Rules.
9. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

## **G. Additional Rules for Use of Privately-Owned Computers by Students**

1. A student who wishes to use a privately-owned computer in school must seek the permission of his/her parent/legal guardian and the building administrator, district technology coordinator and the teacher. There must be an educational basis for any request.
2. The district technology coordinator will determine whether a student's privately-owned computer meets the district's network requirements.
3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the district's network or staff would be unreasonable.
4. The student is responsible for proper care of his/her privately-owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. RSU 54/MSAD 54 is not responsible for damage, loss or theft of any privately-owned computer.
6. Students are required to comply with all School Board policies, administrative procedures and school rules while using privately-owned computers at school.
7. Students have no expectation of privacy in their use of a privately-owned computer while at school. RSU 54/MSAD 54 reserves the right to search a student's privately-owned computer if there is reasonable suspicion that the student has violated School Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
8. Violation of any School Board policies, administrative procedures or school rules involving a student's privately-owned computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
9. RSU 54/MSAD 54 may confiscate any privately-owned computer used by a student in school without the authorization required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.

Reference: IJNDB – Student Computer and Internet Use

**Regional School Unit 54/Maine School Administrative District 54**  
**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 IJNDB-R – Student Computer/Internet Use Rules and agree to comply with them.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Parent/Guardian:

I have read policy IJNDB – Student Computer/Internet Use and IJNDB-R – 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