

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 54  
STUDENT COMPUTER AND INTERNET USE**

Maine School Administrative District No. 54 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 Board believes that the resources available through the Internet are of significant value in the learning process and 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.

Student use of school computers, networks and Internet services is a privilege not a right. Students are required to comply with this policy and the accompanying rules (IJNDB-R). 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.

All of the District computers remain under the control, custody and supervision of the school unit. The unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the Internet, the District cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of Board policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet. We are using software to restrict inappropriate information, however we can not assume that this software is failsafe.

Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgment (IJNDB-E). The signed acknowledgment will be retained by the school.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board 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 operation of the school unit's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

**Cross Reference:    GCSA – Employee Computer and Internet Use  
                             IJNDB-R – Student Computer and Internet Use Rules**

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 54**  
**STUDENT COMPUTER AND INTERNET USE RULES**

These rules implement Board policy IJNDB – Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Board policy IJNDB and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

**A. Computer Use is a Privilege, Not a Right**

Student use of the school unit's computers, 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 final authority to decide whether a student's privileges will be denied or revoked.

**B. Acceptable Use**

Student access to the school unit's computers, 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 computers as apply to other student conduct and communications.

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 computers, networks and Internet services.

### C. **Internet Content Filtering**

MSAD #54 provides Internet content filtering appliances in all district schools that prohibit access to inappropriate Internet websites. Attempts to access blocked websites or to subvert the content filtering are expressly prohibited.

### D. **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:

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;
2. **Illegal Activities** – Using the school unit’s computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules;
3. **Violating Copyrights** – Copying or downloading copyrighted materials without the owner’s permission;
4. **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 Web site must be identified;
5. **Copying Software** – Copying or downloading software

without the express authorization of the system administrator;

6. **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 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 users’ accounts;
8. **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;
9. **Unauthorized Access to Chat Rooms/New Groups** – Accessing chat rooms or news groups without specific authorization from the supervising teacher;
10. **Using the network while privileges have been suspended;**
11. **Misuse of electronic mail messages** – Attempts to read, delete copy or modify electronic mail of other system users is prohibited, as is deliberate interference with the ability of other system users to send/receive electronic mail.

**E. No Expectation of Privacy**

The school unit retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school unit. The school unit 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.

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

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.

**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 card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

**H. Student Security**

A student shall not reveal his/her full name, address or telephone number 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 computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator [or building principal.

The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

**J. Parental Permission Required**

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgment Form (IJNDB-E) before being allowed to use school computers.

**Cross Reference: IJNDB – Student Computer and Internet Use**

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 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