

## STUDENT COMPUTER AND INTERNET USE RULES

These rules accompany Board policy IJNDB (Student Computer and Internet Use). Each student is responsible for his/her actions and activities involving Region Two computers (including laptops issued to students), networks and Internet services, and for his/her computer files, passwords and accounts.

These rules provide general guidance concerning the use of Region Two's computers 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 the Director.

### A. Acceptable Use

Region Two's computers, networks and Internet services are provided for educational purposes and research consistent with Region Two's mission, curriculum and instructional goals.

All Board policies, school rules and expectations concerning student conduct and communications apply when students are using computers, whether the use is on or off school property.

Students are also expected to comply with all specific instructions from administrators, instructors or volunteers when using Region Two's computers.

### B. Consequences for Violation of Computer Use Policy and Rules

Compliance with Region Two'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 Director shall have final authority to decide whether a student's privileges will be limited, suspended or revoked based upon certain circumstances of the particular case, the student's prior disciplinary record and any other relevant factors.

### C. Prohibited Uses

Examples of unacceptable uses of Region Two computers that are expressly prohibited include, but are not limited to, the following:

1. Accessing or Posting Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials or engaging in "cyber bullying."

2. Illegal Activities - Using Region Two's computers, networks, and Internet services for any illegal activity or in any violation of any board policy or school rules. Region Two 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/procedure EGAD - Copyright Compliance). Region Two assumes no responsibility for copyright violations by students;
  4. Copying Software - Copying or downloading 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. Region Two assumes no responsibility for illegal software copying by students;
  5. 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 website must be identified;
  6. Non-School Related Uses - Using Region Two's computers, networks and Internet services for any personal reasons not connected with the educational programs or assignments;
  7. Misuse of Passwords/Unauthorized Access - Sharing passwords, using other user's passwords and accessing or using other user's accounts;
  8. Malicious Use/Vandalism - Any malicious use, disruption or harm to Region Two's computers, networks and Internet services, including but not limited to, hacking activities and creation/uploading computer viruses; and
  9. Unauthorized Access to Blogs/Chat Rooms/Social Networking Sites - Accessing blogs, chat rooms or social networking sites to which student access is prohibited.
- D. No Expectation of Privacy

Region Two computers remain under the control, custody and supervision of Region Two at all times. Students have no expectation of privacy under their use of school computers, including e-mail, stored files and Internet access logs.

E. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating Region Two for any losses, costs or damages incurred by Region Two for violations of Board policies and rules while the student is using Region Two computers, including the cost of investigating such violations. Region Two assumes no responsibility for any unauthorized charges or costs incurred by a student while using Region Two computers.

#### **F. Student Security**

A student is not allowed to reveal his/her full name, address or telephone number, social security number or other personal information on the Internet without prior permission from an instructor. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their instructor if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

#### **G. System Security**

The security of Region Two's computers, networks and Internet services is a high priority. Any student who identifies a security problem must notify his/her instructor immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem, shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

#### **H. Additional Rules for Laptops Issued to Students**

1. Laptops are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. Before a laptop is issued to a student, the student and parent must sign Region Two's "acceptable use" agreement.
3. Students and their parents 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.
4. Loss or theft of a laptop must be reported immediately to the Director, 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 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 be 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 Board policies or Region Two rules.
7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student to whom it is assigned and by family members, to the extent permitted by Maine's laptop program.

9. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

**Cross Reference:** EGAD - Copyright Compliance  
IJNDB - Student Computer and Internet Use

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