

STUDENT COMPUTER AND INTERNET USE RULES

All students are responsible for their actions and activities involving School ~~unit~~district computers and/or school computer services, ~~network and Internet services~~, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the school ~~unit~~district's computers and/or school computer services 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 or the Technology Coordinator. These rules apply to all school computers and/or school computer services and all school provided laptops wherever used, and all uses of school servers, Internet and networks regardless of how they are accessed.

~~Previous Section A. Consequences for Violations of Computer Use Policy and Rules~~

~~Student use of the school unit computers, networks and Internet services is a privilege, not a right. Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may 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 building principal shall have final authority to decide whether a student's privileges will be limited, suspended or revoked based upon circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.~~

A. Acceptable Use

1. Cape Elizabeth School District's computers and/or school computer services, ~~network and Internet services~~ are provided for educational purposes and research consistent with the Cape Elizabeth's educational mission, curriculum and instructional goals.
2. ~~All Board policies, school rules and expectations concerning student conduct and communication apply when students are using computers.~~ Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers and/or school computer services, whether on or off school property.
3. ~~Students are also expected to comply with all specific instructions from the teachers and other school staff or volunteers when using the school unit's computers.~~ Students also must comply with all specific instructions from school staff and volunteers when using the school ~~unit~~district's computers and/or school computer services.

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B. Prohibited Uses

Unacceptable uses of school ~~unit~~district computers and/or school computer services 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 Cape Elizabeth School District's computers and/or school computer systems, ~~network and Internet services~~ for any illegal activity or in violation of any Board policy/procedure or school rules. Cape Elizabeth School District assumes no responsibility for illegal activities of students while using school computers and/or school computer systems.
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 (See Board policy/procedure EGAD – Copyright Compliance); 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 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 identified.
5. **Use for Non-School-Related Purposes** - Using the Cape Elizabeth School District's computers and/or school computer systems ~~network and Internet services~~ for ~~non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes~~ 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 the network security systems and/or school computer systems.
7. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to the Cape Elizabeth School District's computers and/or school computer systems, ~~network and Internet services~~; including but not limited to hacking activities and creation/uploading of computer viruses.

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- ~~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.~~
8. **Unauthorized Access to Blogs/Chat Rooms Social Networking Sites, Etc.** – Accessing chat rooms or news groups without specific authorization from the supervising teacher, supervisor, or administrator. Students may not access blogs, social networking sites, etc. to which student access is prohibited.
- ~~9. Use of E-Mail as a Forum—Any use as a forum for communicating by mass e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not for profit. No student shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Students who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator.~~

~~C. No Expectation of Privacy~~

~~Cape Elizabeth School District computers remain under the control, custody and supervision of the school unit at all times. Students have no expectations of privacy in their use of school computers, including e-mail, stored files and Internet access logs.~~

C. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the Cape Elizabeth School District for any losses, costs or damages incurred by the school ~~unit~~ district for violations of Board policies/procures and school rules while the student is using Cape Elizabeth computers and/or school computer systems, including the cost of investigating such violations. The school ~~unit~~district assumes no responsibility for any unauthorized charges or costs incurred by a student while using Cape Elizabeth computers and/or school computer systems.

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 and/or school computer systems 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

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information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. System Security

The security of the Cape Elizabeth School District's computers and/or school computer systems, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or building system administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material. ~~Any user who attempts to breach of 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.~~

F. Additional Rules for Laptops Issued to Students

~~1. At some grade levels laptops are loaned to students, similar to textbooks, as an educational tool and are only authorized for use in completing school assignments.~~

1. Laptops, school computers and/or school computer systems 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 laptop **will be issued** to their child. Both the student and his/her parent must sign the school's acknowledgment form
~~2. Before a laptop is allowed **to be taken home**, a parent/guardian must participate in the Laptop Protection Plan. [Note: participation in the Plan is current CE practice, not policy.]~~

- ~~a. attend an informational meeting about laptop program and its guidelines;~~
- ~~b. sign and return the "Take Home Permission" 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. Cape Elizabeth School District offers an optional insurance Laptop Protection program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. **Parents who choose not to purchase participate in insurance the Laptop Protection plan 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 teacher and/or building administrator immediately. Additionally, if a laptop is stolen, a report should be made to

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the ~~Cape Elizabeth Police Department~~ local police ~~the building administrator~~ and the School technology coordinator immediately.

5. The Board's policy and rules concerning the school computer and/or school computer systems 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 school computers and/or school computer systems, or any careless use of a laptop may result in a student's ~~laptop~~ school computer being confiscated and/or a student only being allowed to use the ~~laptop~~ school computer under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.

7. Parents ~~will be informed of~~ may have access to 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 family members to the extent permitted by the MLTI program.

9. All use of school-loaned laptops by all persons must comply with the school's Student Computer Use Policy and Rules.

10. Laptops must be returned in acceptable working order at the end of the school year or when ever requested by school staff.

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

1. A student who wished to use a privately-owened computer in school must complete a Student Request to Use Privately-Owned Computer form. The form must be signed by the student, his/her parent, a sponsoring teacher, the building administrator and the technology coordinator. There must be an educational basis for any request. In addition, the student must provide to the technology coordinator such infomraiton such as IP addresses to as to enable enforcement of all policies and rules regarding use of school computer services.

2. The Technology Coordinator will determine whether a student's privately-owned computer meets the school ~~unit~~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 school ~~unit~~district's network or staff would be unreasonable.

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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. The school unit/district is not responsible for damage, loss or theft of any privately-owned computer.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using school computer services or privately-owned computers at school and elsewhere.
7. Students have no expectation of privacy in their use of school computer services while using a privately-owned computer at school or elsewhere. The school unit reserves the right to search a student's privately-owned computer if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
8. Violation of any Board policies, administrative procedures or school rules involving a student's use of school computer services or a privately-owned computer may result in the revocation of the privilege of using the computer at school and/or other disciplinary action.
9. The school unit/district may **seize** confiscate any privately-owned computer used by a student in school without authorization as required by these rules and the contents of the computer may be search in accordance with applicable laws and policies. **The computer will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.**

Cross Reference: IJNDB – Student Computer and Internet Use

APPROVED: January 10, 2006

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