

STUDENT COMPUTER / TECHNOLOGY AND INTERNET USE RULES

All students are responsible for their actions and activities involving Windham Raymond School District (RSU # 14) computers, technology, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the School District's computers/technology 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. These rules apply to technology (all laptops, computers, Ipods, etc.) wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

A. Acceptable Use

1. The School District's computers, technology, network and Internet services are provided for educational purposes and research consistent with the School District's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers/technology, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the school unit's computers/technology.

B. Prohibited Uses

Unacceptable uses of school unit computers/technology 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 School District's computers, technology, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The School District assumes no responsibility for illegal activities of students while using school computers/technology.
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 Director. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The School 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 properly cited using the MLA format. (See Student

Handbook)

5. **Use for Non-School-Related Purposes** - Using the School District's computers, technology, 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 District's computers, technology, 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. **Access to Blogs/Social Networking Sites, Etc.** Students access to blogs, social networking sites, etc. is limited to those sites authorized by the School District. Their direct use by students must be in conjunction with an applied application within their studies and directly monitored by the teacher.

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

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

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

E. **System Security**

The security of the School District's computers, technology, 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 other students or access unauthorized material.

F. Additional Rules for Laptops / Technology Issued to Students

1. Laptops / technology are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the technology programs.
2. 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 # 14 offers a laptop protection program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. **Parents/Guardians who choose not to purchase laptop protection should be aware that they are responsible for any costs associated with loss, theft or damage to a laptop issued to their child.**
3. If school-owned technology is lost or stolen, this must be reported to the building principal immediately.
4. The Board's policy and rules concerning computer, technology, and Internet use apply to use of laptops/technology at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops/technology issued by school staff.
5. Violation of policies or rules governing the use of computers/technology, or any careless use of a laptop/technology may result in a student's laptop/technology being confiscated and/or a student only being allowed to use the laptop/technology 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.
6. Parents/Guardians are responsible for supervising their child's use of the laptop/technology and Internet access when in use at home.
7. All use of school-loaned laptops/technology by all persons must comply with the school's Student Computer/Technology Use Policy and Rules.
8. Laptops/technology 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/Technology by Students

1. A student who wishes to use a privately-owned computer/technology in school must complete a Student Request to Use Privately-Owned Computer/Technology form. The form must be signed by the student, his/her parent/guardian, a sponsoring teacher, the building administrator and the Technology Coordinator. There must be an educational basis for any request.
2. The Technology Coordinator will determine whether a student's privately-owned computer/technology meets the School 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 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/technology, including any costs of repair, replacement or any modifications needed to use the computer/technology at school.
5. The School District is not responsible for damage, loss or theft of any privately-owned computer/technology.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computers/technology at school.
7. Students have no expectation of privacy in their use of a privately-owned computer/technology while at school. The School District reserves the right to search a student's privately-owned computer/technology 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/technology.
8. Violation of any Board policies, administrative procedures or school rules involving a student's privately-owned computer/technology may result in the revocation of the privilege of using the computer/technology at school and/or disciplinary action.
9. The School District may confiscate any privately-owned computer/technology used by a student in school without authorization as required by these rules. The contents of the computer/technology may be searched in accordance with applicable laws and policies.

Cross Reference: IJNDB – Student Computer/Technology and Internet Use
IJND – RSU # 14 Web Site Policy

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