

**MAINE LEARNING TECHNOLOGY INITIATIVE (MLTI)**  
**LAPTOP USE AND ASSIGNMENT PROCEDURES**

**Student Responsibility**

By accepting the assignment of computers, seventh and eighth grade students are agreeing that they will be responsible citizens in their use, care, and protection. The following procedures are outlined to help administrators, teachers, parents/guardians, and students orient themselves to how this is to be done.

Students are responsible for the assigned computers and accessories. Once in their names and identified by serial numbers, they are responsible for returning computers in good condition at such time that they leave the seventh and eighth grade or the Middle School.

Computers may not be taken off school property without permission of the building administrator and then only under guidelines established by the administration. The building administrators are responsible for informing the Superintendent of such guidelines before implementation.

Computers and accessories should never be stored in a locker or opened in the cafeteria while food is being served. Students are responsible for storing their computers in their homerooms when instructed by the teacher. At the end of each day, the students are responsible for securing and charging the computers.

**Permitted Use**

The School Board is providing access to its computer networks and the Internet for only educational purposes. Uses that violate the law or encourage others to violate the law are prohibited. In addition, any use that violates existing policy (Student Computer/Technology and Internet Use IJNDB) is prohibited.

The expectation is that students will not share access to their computers with any other students. This includes sharing of the password. Use of another person's password is unacceptable.

Students may be allowed to create web pages directly related to assignments and the curriculum. Only authorized school personnel will be able to post to any public web site. Students may not link work generated using school equipment to any public web site.

**Internet Safety**

All users and their parents and guardians are advised that access to the electronic network may include potential for access to materials inappropriate for school-aged pupils. Every user must take the responsibility for his or her use of the computer network and Internet and stay away from these sites. If a student finds that other users are visiting offensive sites, the student should report this to a teacher or principal.

**Illegal Activities**

It is a violation of this policy to use the District's network or the Internet to gain unauthorized access to other computers, computer systems, or networks. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, trade secrets, or which

violates any other applicable law or municipal ordinance, it strictly prohibited. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

**Confidentiality of Student Information**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly names, addresses, phone numbers, credit card numbers and Social Security numbers.

**Privacy**

RSU # 14 reserves the right to monitor, inspect, copy, review, store and print electronic information at any time and without prior notice. This includes any information or transactions passing through or stored on any RSU # 14-owned equipment, any servers owned/leased or related to the MLTI project and any other traceable party. All such information files shall be and remain the property of the RSU # 14 and no user shall have any expectation of privacy regarding such materials.

**Failure to Comply**

Any user who violates this policy or any procedure herein shall at a minimum have his/her access to the network and Internet terminated for a period to be determined by the building administrator. A user violates this policy and these procedures by personal actions or by witnessing other users violating this policy. Sharing or unauthorized use of passwords and personal accounts is strictly prohibited. Building administrators are responsible for disciplinary action according to the Student Code of Conduct.

**Parent/Guardian Responsibility**

If the computer is damaged, an investigation will take place and a determination for cost for repairs will be made and the parent(s) / guardian(s) of the student(s) responsible become liable for the costs not covered through the State contract or the District’s technology protection program.

Cross Reference:     IJNDD     Policy Governing the Maine Learning Technology Initiative  
                          IJNDB     Student Computer/Technology and Internet Use  
                          IJNDB-R   Student Computer/Technology and Internet Use Regulations

First Reading \_\_\_\_\_ August 11, 2010 \_\_\_\_\_

Second Reading \_\_\_\_\_ August 25, 2010 \_\_\_\_\_