

STUDENT COMPUTER AND INTERNET USE

The school unit 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 school unit computers remain under the control, custody and supervision of the school unit. The school unit reserves the right to monitor all student computer and Internet activity. 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 school unit 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.

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) annually. 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 operations 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

Adopted: May 9, 2000

Revised: December 9, 2003

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, Internet and other 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, Internet and other services are provided for educational purposes 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, Internet and other services.

Students' use of computers and resources is limited to educational purposes, regardless of the location of the student or the computer.

C. Prohibited Use

The user is responsible for his/her actions and activities involving school unit computers, networks, Internet and other 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, Internet and other services for any illegal activity or activity that violates other Board policies, procedures and/or school rules;
3. **Violating Copyrights** – Copying, downloading, uploading, or sharing 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 Website must be identified;
5. **Copying Software** – Copying or downloading software without the express authorization of the system administrator or teacher;
6. **Non-School-Related Uses** – Using the school unit’s computers, networks, Internet and other services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes;
7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users’ passwords and/or accessing other users’ accounts;
8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school unit’s computers, networks, Internet and other services, including but not limited to hacking activities and creation/uploading of computer viruses;
9. **Use of Chat Rooms, Instant Messenger, Blogs, Social Networks, email systems other than Firstclass, or creating and posting personal websites is prohibited without direct supervision of a teacher.**
10. **Filters** – Over riding, or disabling district filters by anyone other than the District’s authorized designee.

D. **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 computers, Internet, networks and other activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

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

The student and/or the 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.

F. **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.

G. 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 will not post pictures, either their own or pictures of others, without proper permission. 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.

H. System Security

The security of the school unit's computers, networks, Internet and other services is a high priority. Any user who identifies a security problem must notify an administrator. 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.

I. 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

Adopted: May 9, 2000

Revised: December 9, 2003

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

Please return to your child’s school as soon as possible.

WEBSITE RELEASE FORM

From time to time we take pictures and shoot videos to use in our newsletters and for other school publications and projects. One of the district publications is our website located at <http://www.sad4.com>. As part of this website, we want to be able to showcase student work and activities and recognize their achievements.

M.S.A.D. #4 has developed the following content guidelines for our school websites in this regard.

- A. No personal information, including full name, address, phone number, birth date, social security number, or email address of a student, will be provided on a school website.
- B. Photographs of large groups of students may be posted on a school website without parental permission as long as individual students are not singled out or identified in any way (e.g., a school assembly, sporting activity, or music festival).
- C. Parental permission must be obtained before photographs of individual children or small groups of children (e.g., class photos) are posted on a school website.
- D. Students will be identified by first name only unless we have specific parent permission to use the student's entire name such as when an award is presented or student work is displayed. (Photos and rosters of school groups or teams may include full names and or uniform numbers since this information is regularly published in local newspapers as well.)

Please complete and return the form on the following page to your child's teacher promptly.

SAD # 4 Web, Print, & Presentation Media Permission Form

Please circle Yes or No for each statement:

Print:

I grant permission for **photos of my child's** participation in school activities to appear in local newspapers such as: *The Bangor Daily News*, *Piscataquis Observer*, and *The Moosehead Messenger*. Yes No

World Wide Web:

I grant permission for **photos and/or video clips of my child's** participation in school activities to appear on SAD #4's web pages. (No student names will be published with images on school department web pages.) Yes No

I grant permission for **my child's work** to be posted on SAD #4 web pages, using my child's first initial and last name only. Your child retains all copyright to his or her original work. I understand that, in the event that anyone requests permission to copy or use my child's work, those requests will be forwarded to us as parents. Yes No

School Publications:

I grant permission for photos and/or video clips of my child's participation in school activities to appear in various publications made available to other members of the student body. Examples of these publications include: school yearbooks, class or school newsletters, videos or pictures from field trips, class slide shows, senior video, and DARE presentations. Yes No

Educational Presentations:

I grant permission for SAD #4's educators to present examples (print, digital, or video) of my child's work and/or participation in school activities at educational conferences, workshops, and classes, and at venues that promote the school or school department. Students' addresses, phone numbers, and email addresses will NOT be published. I understand that the viewing and use of this material once published or posted cannot be controlled by SAD #4. Yes No

Name of Student

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date

Parents may change their permission at any time by notifying the school in writing.

Please return to your child's school as soon as possible.

Alternate Agreement of Participation Using Personally Owned Laptop

Student Name: _____

Student School: _____ Grade: _____

The undersigned parent/guardian and student agree to participate in the laptop program for the 2006-2007 school year by accepting all the policies of the project with the exception that they will be providing a personally owned laptop for the student and WILL NOT be using a laptop provided by the school district. The student and parent/guardian assume all responsibility and liability for their own laptop at all times when it is used on the premises of MSAD #4. Students will be responsible for providing their own wireless access card and must register the machine and card with the technology coordinator prior to use. Students must also maintain up to date antivirus and spyware protection on their own machine.

MSAD #4 is not responsible for repairs and or maintenance on personally owned laptops used at school.

Software may need to be added to the computer so that the student may take part in school related activities, it is expected that this software will be removed at the end of the year or when the student leaves school. Any violation of school policies or procedures may result in the loss of the student's ability to use their personal laptop on school premises.

This alternate agreement of participation is made effective as of _____
Date

Between MSAD #4 and _____
Parent's name

Parent's Signature: _____

Parent's Address _____

Parent's Email: _____

Student's Name: _____

Laptop Model: _____

Laptop Serial #: _____

Laptop Network information: _____

M.S.A.D. #4 Equipment Lending Agreement

Students with signed agreement forms on file may checkout equipment for school related work according to the guidelines set forth below

Student Name : _____

M.S.A.D. #4 grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

Agreements

1. I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly and in working condition. I understand that I will be required to present my machine for periodic audits and inspections. I have no expectation of privacy on school owned equipment. Approximate replacement costs include: laptops—\$1000, digital cameras—\$300, video cameras—\$600, and assorted peripheral items—\$25-\$300.
2. I understand that I cannot modify or alter any of the software or hardware or services. In the event alterations are made, I will be charged the repair fee. This may include a \$20 reimaging fee for downloading unauthorized software.
3. I will bring my laptop to every class and to come to school with my laptop battery fully charged. Having a dead battery will not be an acceptable excuse for late or missing work .
4. I understand that I am responsible for backing up my work. Lost work due to machine malfunction is not an acceptable excuse.
5. I will treat this equipment with the same care as if it were my own property.
6. I will maintain the equipment in clean condition and will not eat or drink around the equipment.
7. I will avoid use in situations that are conducive to loss or damage.
8. I will heed general maintenance alerts and advice from school technology personnel.
9. I will promptly report any malfunction, loss, damage or theft to the Technology Coordinator.
10. I will always transport the equipment within the case provided.
11. I will adhere to M.S.A.D. #4 Acceptable Use Policy when using this equipment at all times and in all locations.

Damage or Loss

I am responsible for any costs incurred due to loss or damage of equipment as determined by the school. I understand that if I violate the above I may not be permitted to checkout school equipment in the future and will be billed for any costs incurred by the school.

I have read and agree to the above conditions.

Student Name (printed): _____

Student Signature: _____ Date: _____

I give my son/daughter permission to check out equipment as per the agreement above.

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____

Please return signed form to your child's school

M.S.A.D. #4 Laptop Project Insurance Coverage

Student Name: _____

Address: _____

Parent/Guardian: _____

Address: _____

Home Phone: _____

Insurance Certification Information

If you are selecting the school's insurance coverage please complete the following information below:

_____ I would like to participate in the school district insurance coverage. I understand that I am responsible for a \$100.00 deductible for each insurance claim. I also understand that insurance will not cover the loss of a computer due to student negligence.

Payment Options (choose one of three options)

The Insurance premium must be paid in full before the student will be allowed to take their computer home.

_____ **1. \$40.00 Full Pay Lunch Status (Family Cap of \$80.00)**

_____ **2. \$30.00 Reduced Lunch Status (Family Cap of \$60.00)**

_____ **3. \$20.00 Free Lunch Status (Family Cap of \$40.00)**

Parent Signature: _____ Date: _____

By signing you are acknowledging that you are participating in the District Insurance Plan and accepting all aspects of that plan, including the \$100 deductible per instance for any required repairs that are not covered under warranty.

* A family may opt NOT to participate in the District insurance. By doing so you accept FULL responsibility for the laptop should it be lost, stolen or damaged. Replacement cost to the District is \$1500.00.

**Parent Signature: _____ Date: _____

**By signing you are acknowledging that you are declining to participate in the District Insurance plan and accept all responsibility for the laptop should it be lost, stolen or damaged.
Personal Internet Service Providers**

1. Students may choose to access the Internet at home through a personal Internet Service Provider, such as Kynd, MidMaine or AOL. The laptops all have an internal modem required for dial-up access and a cord for the telephone jack. The laptops also have Ethernet jacks for network access to services such as DSL or cable modems.

2. Students and their parents are responsible for the arrangements with their ISP and assume all costs involved to facilitate this access. The student's may have to be set up by school personnel, if that is the case, please provide the following information from your ISP:

- ISP Name _____
- user id _____
- password _____
- dial up number _____

3. Students and parents are expected to adhere to the policies and procedures outlined in the parent handbook and the district acceptable use policy, particularly those dealing with appropriate access. Remember that most ISP do NOT filter Internet access, though some may have parental controls.

4. Periodic monitoring of the laptops and their use will still be an option regardless of whether or not a student chooses to have a personal ISP.

By providing this information and signing this form, you are agreeing to take full responsibility for all internet activity.

Student Name: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

M.S.A.D. #4 Parent Laptop Handbook

-Project Goals-

- To increase timely access to informational and educational resources for the students, staff and citizens of the communities served by M.S.A.D. #4.

- To provide increased learning opportunities for all citizens of the M.S.A.D. #4 community in order to build the marketable skill capacity of the region.
- To develop a virtual community meeting area in order to increase community involvement.

The following procedures have been developed based on M.S.A.D. #4 policies. In order that we can effectively fulfill our district's educational goals and objectives, it may become necessary to modify these procedures. Policies and procedures are reviewed and subject to change at any time. Appropriate notification will be issued as the procedures are updated. That notification may come in the form of email, an update on the school district's web site or an announcement in the schools.

The following procedures apply to the use of the equipment and Internet access in connection with M.S.A.D. #4 via district facilities and remotely, including but not limited to the Sangerville and Guilford public libraries. Policies concerning technology are available on the district's web site, www.sad4.com

A. Personal responsibility

1. The school district lends the equipment to district students for the purpose of expanding the educational process. This is the sole intent for laptop use. Each student and family is responsible for the proper care and maintenance of the laptops and peripherals. Computers are provided in order to carry out and support the curriculum set forth by the M.S.A.D. #4 school board.
2. While it is the hope of the M.S.A.D. #4 that every student will participate through home use of the laptop computer, it is in no way mandatory that students take the laptop computers home. If a family should choose not to have the student take the laptop home, arrangements will be made for the student to leave the laptop to charge at school.
3. Students and families are responsible for upholding M.S.A.D. #4 policies and procedures governing the use of school equipment. No modifications of any kind to any of the software or hardware or to any of the equipment or services are permitted.
4. M.S.A.D. #4 holds the following expectations of the students and families:
5.
 - a. M.S.A.D. #4 will provide a low cost insurance plan for families at the cost of \$40 per student. Each family is required to either provide insurance or sign a waiver accepting full responsibility for the equipment before the equipment can go home.
 - b. Students are expected to come to school with their laptop batteries fully charged. Students are responsible for charging the computer batteries for the laptop overnight or for a period of five hours. Having a dead battery will not be accepted as an excuse for late or missing work unless due to maintenance issues.
 - c. Computers assigned to students are strictly for student and family use. Students may not loan their equipment or let it be leased by any person or business.
 - d. M.S.A.D. #4 equipment will be properly stored, cared for and maintained. Students are required to transport laptops in the appropriate laptop case at all times. During school hours, when student laptops are not in use, laptops may be stored and charged in student charging stations.

- e. Making changes or alternations to the configuration of laptops, including adding or deleting software is strictly prohibited. Changes to the base configuration can result in errors, which can be difficult and costly to fix. In the event that alternations are made, students will be charged the repair or reimaging fees, which could be significant.
- f. The laptops and equipment are on loan for education use. Defacing laptops or school equipment in any way, including the use of stickers or decorations is prohibited. In the event that school equipment is defaced, students will be charged for repair and replacement of the equipment.
- g. Students will be required to produce their laptops for a periodic laptop software audit to determine unauthorized software use. The laptops may be recalled at any time for software updates or changes. The summer months will be allocated for maintenance and upgrades to the laptops and equipment. Therefore equipment may be held to undergo configurations.
- h. Students are required to bring their laptops to all classes unless specifically advised otherwise by their teachers. Classes require formal use of laptops and provide informal opportunities to use the technology. Computers must be available for use at the teacher's discretion.
- i. Students are responsible for backing up all documents and files. Principle data files can be saved to the server. In the event that data become corrupt, individuals can use this backup to retrieve lost files. Failure to back up work will not be accepted as an excuse for late or missing work.
- j. The Internet services are to be used for acceptable instructional use only. Students and their family will be asked to sign an acceptable use policy. If inappropriate sites are located, they are to be reported to appropriate M.S.A.D. #4 personnel immediately, so they will not be recorded on the student's history of use.
- k. M.S.A.D. #4 equipment such as, but not limited to, laptop computers, palm pilots, digital cameras, camcorders, software programs and district connection to the Internet may not be used for commercial purposes to offer, provide, or purchase product or services; nor may the system be used for political lobbying.
- l. Use of photographic equipment in the school is prohibited unless the school principal or his or her designee provides permission. Photographic equipment may be used only in places accepted by the building principal. No cameras, video cameras or other such recording devises are allowed in restrooms, locker rooms, dressing rooms or other areas deemed private.

B. Personal ISP's

If a parent chooses to allow home Internet access on M.S.A.D. #4's equipment, then a signed ISP form must be on file with the school. If necessary, the school's technicians may have to set up the laptop to access your home internet. By allowing your student to access the Internet from home, you are accepting all responsibility for monitoring your child's Internet use. Your child is still responsible for following all school rules for appropriate computer use while online at home.

C. Inappropriate Language or Messages

The following are strictly prohibited:

1. Using M.S.A.D. #4 computers or networks to post obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language in public or private messages or material.
2. Posting information that could cause danger or disruption or engaging in personal attacks, including prejudicial or discriminatory remarks.
3. Using the M.S.A.D. #4's computer systems and/or Internet access to harass others.

D. Rights

1. The Internet access via M.S.A.D. #4 facilities locally and remotely is considered a limited forum similar to the school newspaper; therefore the district may restrict any user's speech.
2. There should be no expectation of privacy regarding the contents of computer files or communication undertaken by way of the M.S.A.D. #4 computer system. Teachers and/or school district administration may conduct an individual search of a student's computer files, email or other related items.
3. M.S.A.D. #4 will cooperate with local, state, or federal officials in any investigation related to suspected illegal activities conducted through M.S.A.D. #4 computer and Internet systems. Any discipline that may be imposed will be in accordance with M.S.A.D. #4 policy. M.S.A.D. #4 reserves the rights to place a wide range of restrictions on the use of the Internet accounts and M.S.A.D. #4 computer systems, to involve law enforcement officials and to file charges if warranted.
4. Penalties may be imposed, including but not limited to loss of computer system access, suspension, expulsion and termination of employment. Individuals may be held criminally and/or civilly liable for their misconduct.

E. Safety Rules

1. Posting personal information on the Internet about himself or herself or any other person is strictly prohibited.
2. Giving a student, or any other person, his or her password is strictly prohibited.
3. Students must not share their laptops with others. Students are responsible for their individual accounts and must take all reasonable precautions to prevent other from being able to use them.
4. Students must notify a teacher immediately if they suspect a possible security problem. However, they must not look for security problems; this activity may be construed as an illegal attempt to gain unlawful access.
5. Both students and parents need to be aware that participating in or using chat rooms, blogs, instant messenger, social networks, email systems other than the school's FirstClass system, or

creating and posting personal websites is prohibited, unless part of a class project and used with direct teacher supervision. These services can pose a real threat from online predators. Encourage students to use the filter between their ears when it comes to engaging in high-risk behavior such as sharing personal information and photos with strangers.