

## **Student Digital Device and Internet Use Procedure**

All students are responsible for their actions and activities involving RSU 40 computers/devices, network and Internet services, and for their computer files, passwords and accounts. These procedures provide general guidance concerning the use of RSU 40's computers/devices, networks, and Internet services, and examples of prohibited uses. The procedures do not attempt to describe every possible prohibited activity by students. Students, parents and school employees who have questions about whether a particular activity is prohibited are encouraged to contact a building principal. These procedures apply to all school computers/devices wherever they are used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

### **A. Acceptable Use**

1. RSU 40's computers/devices, network and Internet services are provided for educational purposes and research consistent with RSU 40's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations for student conduct and communications when using school computers/devices, whether on or off school property.
3. Students also must comply with all specific instructions from school employees and volunteers when using RSU 40's computers/devices.
4. Students are required to provide their passwords for any school-issued computers/devices to the Director of Technology.

### **B. Prohibited Uses**

Unacceptable uses of RSU 40's computers/devices and network and Internet 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/cyberbullying, and/or illegal materials or messages.
2. **Illegal Activities** – Students may not use RSU 40's computers/devices, network and Internet services for any illegal activity or in violation of any Board

policy/procedure or school rules. RSU 40 assumes no responsibility for illegal activities of students while using school computers/devices.

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 Director of Technology. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. RSU 40 assumes no responsibility for copyright or licensing violations by students (c.f. Board policy EGAD and EGAD-R – Copyright Compliance).
4. **Downloading “Apps”** – Students may not download any “apps” without prior approval from an authorized school employee.
5. **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 website must be identified.
6. **Use for Non-School-Related Purposes** - Using RSU 40’s computers/devices, network and Internet services for any personal reasons not connected with the educational program, school assignments, and college or career opportunities.
7. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords (except with authorized school employees); use passwords belonging to others; access or use the accounts of others; or circumvent, or attempt to circumvent network security.
8. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to RSU 40’s computers/devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. **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. If a student believes filtering should be less restrictive on a temporary basis for specific, bona fide research purposes, they should discuss the matter with their teacher.
10. **Unauthorized Access to Blogs/Social Media, etc.** – Students may not access blogs, social networking sites, etc. to which student access is prohibited.

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

Students and their parents/guardians are responsible for compensating RSU 40 for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using RSU 40 computers/devices, networks, and/or Internet services, including the cost of investigating such violations. RSU 40 assumes no responsibility for any unauthorized charges or costs incurred by students while using RSU 40 computers/devices, networks, and/or Internet services.

**D. Student Security**

Students are not allowed to reveal their full name, address, telephone number, social security number, photograph or other personal information on the Internet while using a school computer/device, network, and/or Internet service 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 RSU 40's computers/devices, network and Internet services is a high priority. Any student who identifies a security problem must notify their teacher or building administrator immediately. Students must not demonstrate the problem to others or access unauthorized material.

**F. Additional Rules for Devices Issued to Students**

1. Laptops/iPads are loaned to students as an educational tool and may be used for purposes specifically authorized by school employees and the MLTI program.
2. An informational meeting is held yearly for parents/guardians. A parent/guardian must sign a permission form before a device is allowed to go home. Home access to a device is at the discretion of the school administrator and Director of Technology.
3. Students and their families are responsible for the proper care of devices at all times, whether on or off school property, including costs associated with repairing or replacing the devices.
4. If a device is lost or stolen, this must be reported to the building principal immediately. If a device is stolen, a report should be made to the local police immediately as well.

5. The Board's policy and procedure concerning computer and Internet use apply to use of devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
6. RSU 40 requires families to notify the building principal in advance if any RSU 40 digital device is to be transported out of Maine.
7. Violation of policies or rules governing the use of computers/devices, or any careless use of a device, may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school employees. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
8. Parents are responsible for supervising their child's use of the device and Internet access when in use at home.
9. The device may only be used by the student to whom it is assigned and family members to the extent permitted by the MLTI program.
10. All use of school-loaned devices must comply with the school's Student Computer/Device and Internet Use Rules.
11. Devices 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/Devices by Students**

1. A student who wishes to use a privately-owned computer/device in school for school purposes, in lieu of or in addition to a school-issued computer/device, must complete a Student Request to Use Privately-Owned Computer/Device form. The form must be signed by the student, their parent, a sponsoring teacher, the building administrator and the Director of Technology. There must be an educational basis for any request.
2. The Director of Technology will determine whether a student's privately-owned computer/device meets RSU 40'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 RSU 40's network or staff would be unreasonable.
4. The student is responsible for proper care of their privately-owned computer/device, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. RSU 40 is not responsible for damage, loss or theft of any privately-owned computer/device.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computers/devices at school.
7. Students have no expectation of privacy in their use of a privately-owned computer/device while at school. RSU 40 reserves the right to search a student's privately-owned computer/device 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/device.
8. RSU 40 may confiscate any privately-owned computer/device used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.
9. Violation of any Board policies, administrative procedures or school rules involving a student's privately-owned computer/device may result in the revocation of the privilege of using the computer at school and/or disciplinary action.

#### **H. Google G-Suite for Education**

RSU 40 may, at its discretion, create Google G-Suite for Education for students. Access to accounts will be removed when a student ceases to be a student in RSU 40. Google G-Suite for Education will be enabled in accordance with RSU 40's G-Suite for Education agreement and at the discretion of the Director of Technology. Any additional G-Suite services will be at the discretion of the Director of Technology. Use of Google G-Suite is subject to Google's acceptable use policy and all RSU 40 policies, procedures and rules. RSU 40 maintains the right to suspend or terminate a student's access to their account for violations of policies, procedures, rules or applicable laws. Students must, at all times, take reasonable measures to protect files and information in G-Suite, including, but not limited to, not sharing passwords and following all security and access rules.

Cross Reference: IJNDB – Student Digital Device and Internet Use

*This is a required policy.*

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