

**EAST MILLINOCKET SCHOOL BOARD POLICY
STUDENT COMPUTER, INTERNET, ELECTRONIC DEVICE USE RULES**

These rules accompany Board policy IJNDB (Student Computer, Internet and Electronic Device Use and "Cyber Safety"). Each student is responsible for his/her actions and activities involving school unit computers (defined as including iPads, tablets, laptops and other electronic devices issued to students), electronic devices, networks, and Internet services, and for his/her computer files, passwords, and accounts.

All Students will receive a school issued device for educational use. The Technology Coordinator will be covering use, rules, and expectations with the students in more detail. Parents and students must sign a student/parent permission form before use.

These rules provide general guidance concerning the use of the school unit's computers 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 the building principal or the Technology Coordinator.

A. Acceptable Use

The school unit's computers, electronic devices, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.

All Board policies, school rules, and expectations concerning student conduct and communications apply when students are using computers or electronic devices, whether the use is on or off school property.

Students are also expected to comply with all specific instructions from school administrators, school staff or volunteers when using the school unit's computers.

B. Consequences for Violation of Computer Use Policy and Rules

Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after having been given the opportunity to respond to an alleged violation, 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 the circumstances of the particular case, the student's prior disciplinary record, and any other relevant factors.

C. Prohibited Uses

Examples of unacceptable uses of school unit computers that are expressly prohibited include, but are not limited to, the following:

1. **Accessing or Posting Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials or engaging in "cyber bullying;"

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2. **Illegal Activities** – Using the school unit’s computers, electronic devices, networks, and Internet services for any illegal activity or in violation of any Board policy or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers;
3. **Violating Copyrights** – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner’s permission (see Board policy/procedure EGAD – Copyright Compliance). The school unit assumes no responsibility for copyright violations by students;
4. **Copying Software** – Copying or downloading 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 illegal software copying by students;
5. **Plagiarism** – Representing as one’s 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. **Non-School-Related Uses** – Using the school unit’s computers, electronic devices, networks, and Internet services for any personal reasons not connected with the educational program or assignments;
7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts;
8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school unit’s computers, electronic devices, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
9. **Unauthorized Access to Blogs/Chat Rooms/Social Networking Sites** – Accessing blogs, chat rooms or social networking sites to which student access is prohibited.

D. No Expectation of Privacy

The school district’s computers remain under the control, custody, and supervision of the school unit at all times. Students have no expectation of privacy in their use of school computers, including email, stored files, and Internet access logs.

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

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

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F. Student Security

A student is not allowed to reveal his/her full name, address or telephone number, social security number, or other personal information on the Internet 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.

G. System Security

The security of the school unit's computers, electronic devices, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach 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.

H. Additional Rules for ELECTRONIC DEVICES Issued to Students

1. Electronic devices may be loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. Before an electronic device is issued to a student, the student must sign the school's "acceptable use" agreement, which can be found in the student/parent handbook. Parents are required to attend an informational meeting before a device will be issued to their child. Attendance will be documented by means of a "sign in" sheet. The meeting will orient parents to the goals and workings of the program, expectations for care of school-issued devices, Internet safety, and the school unit's rules in regard to use of this technology.
3. Students and their parents 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 device.
4. Loss or theft of a device must be reported immediately to the Principal and, if stolen, to the local law enforcement authority as well.
5. The Board's policy and rules concerning computers, electronic devices, networks, and Internet services apply to use of electronic devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of the device issued by school staff.
6. Violation of policies or rules governing the use of computers, 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 staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.

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7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the device and Internet access when in use at home.
8. The device may only be used by the student to whom it is assigned and by family members, to the extent permitted by the East Millinocket School Department.
9. Devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

ACKNOWLEDGEMENT

The following acknowledgement statement will be placed in the student/parent handbook and will be signed, by both student and parent, before a device can be used:

"Both student and parent/ guardian have read and understands the Student Computer, Internet, and Electronic Devices and Internet Safety Use Policy and rules and agrees to comply with them. No student shall be allowed to use school computers, networks, Internet services, and other electronic devices until the student and parent/guardian have signed and returned this acknowledgement to the school."

TAKE HOME POLICY

Integrating technology into the classroom curriculum is about teaching and learning, not about the computer. The device is a tool that can take students to a higher level of overall educational literacy. Students, grades 9-12 will be allowed to take these devices home unless a student's technology privilege has been suspended or revoked. Students are encouraged not to take these devices to practices, games, or other school functions. Students should only be using the device as an educational tool.

For use at home, the device should:

1. Be used in a common family area with adult supervision
2. Be used in compliance with the expectations and rules set for school use.
3. NOT be used to harass, hack, cyberbully, or other inappropriate behavior and will face disciplinary action from the school if students choose to do so.

The device needs to be brought back to school each day with a full charge. Failure to do so will result in the loss of take-home privileges.

STUDENT EMAIL ACCESS

Student Email is provided as a privilege for students to be able to better communicate with one another and their teachers about educational content. All Email accounts provided by East Millinocket School Department and are subject to be reviewed at any time. Students are able to send and receive to anyone inside our school system and to certain outside sources (must obtain special permission). All emails are automatically scanned for viruses. All email is archived for up to one year. All email is filtered for content. Inappropriate use of the Student Email system will result in loss of access to this privilege as well as detention and suspension.

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CONDITIONS AND NOTIFICATIONS OF THIS POLICY

- All student Electronic Mail (email) accounts are property of the East Millinocket School Department. Email activities must comply with the School Board Policy (Student Computer, Internet, Electronic Device Use Rules). The user accepts all responsibility to understand the policy.
- The student will be removed from the system after graduation, leaving the school district, or infractions outlined below.
- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities. Account usernames and passwords will be provided to parents so parents can monitor the account and also communicate with teachers. Use of the district's email system is a privilege.
- Use of the email system will align with the school's code of conduct and the code will be used for discipline purposes. Communication through the district's email system will exhibit common sense and civility. It will abide by the community's model of acceptable behavior. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- Messages posted on the district's email system cannot cause disruption to the school environment or normal and acceptable school operations. Occasional and reasonable personal use of the district's email is permitted, providing that this does not interfere with the performance of the electronic mail system or disrupt the operation of the schools. Electronic mail from the system can be checked from home or from school computers, as long as it does not disrupt the operation of the classroom or school.
- The email system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned without written consent of either the Principal or the Technology Coordinator. The account may be revoked if used inappropriately.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
- Students will not identify their home telephone numbers, or home addresses in any email correspondence.

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- Electronic mail sent or received by the system is not confidential. Although the East Millinocket School Board does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- System administrators may create filters to scan for and eliminate viruses and large graphic files (i.e. animated Santa during December) that are unrelated to the school district's operation.
- When issues arise, the department will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
- As it deems necessary, the East Millinocket School Board may contract with outside agencies to operate the student electronic mail system. If this arrangement is made, all parts of this statement remain in force.
- The Technology Coordinator is responsible to ensure the efficient use of the electronic mail system. The interpretation of appropriate use and future revisions of this guideline are the responsibility of both the Principal and Technology Coordinator.
- If necessary, the East Millinocket School Board, at its discretion, may close the accounts at any time. Any updates or changes to this electronic mail agreement by the board or administration will be in effect.

Cross Reference: EGAD – Copyright Compliance
 IJNDB – Student Computer and Internet Use

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