Policy: IJNDB-R

STUDENT COMPUTER AND INTERNET USE RULES

As used herein, the term "Computer[s]" refers to any desktop, laptop, or other mobile computing device owned or issued by the Cape Elizabeth School District to any student for school and/or home use. The term "Privately-Owned Computer[s]" refers to any privately-owned desktop, laptop, or other mobile computing device. The term "Computer Services" refers to the School District's network or Internet connections used to access school or Internet-based information.

All students are responsible for their actions and activities involving Computers and/or Computer Services, and for their Computer files, passwords and accounts. These rules provide general guidance concerning the use of the Computers and/or Computer Services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity; students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator. These rules apply to all Computers and/or school Computer Services regardless of how they are accessed.

A.   Acceptable Use

1. Cape Elizabeth School District's Computers and/or Computer Services are provided for educational purposes and research consistent with the Cape Elizabeth'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 Computers and/or Computer Services, whether on or off school property.

3. Students also must comply with all specific instructions from school staff and volunteers when using the Computers and/or Computer Services.

B.   Prohibited Uses

Unacceptable uses of Computers and/or Computer 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 and/or illegal materials, images (still or video) or messages.

2. **Illegal Activities** - Students may not use Computers and/or Computer Services for any illegal activity or in violation of any Board policy/procedure or school rules. Cape Elizabeth School District assumes no responsibility for illegal activities of students while using Computers and/or Computer Services.

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I like clear lay-out of the prohibited uses

STUDENT COMPUTER AND INTERNET USE RULES

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 (*See Board policy/procedure EGAD: Copyright Compliance*); or copy or download software without the express authorization of the Technology Coordinator except as expressly provided below in connection with the district's 1:1 mobile devices. 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. **Downloading "Apps" from Authorized Sources/Authority of School Staff to Search** - Students may download apps onto mobile devices issued by the District provided that those apps do not violate the other provisions of this section regarding "Prohibited Uses" and provided they are downloaded from a school-authorized source. In the event school staff discovers inappropriate materials on a student device, the device may be confiscated and the materials removed without student permission, even if it means the loss of student-purchased material, and appropriate restrictions may be placed on the student's future Computer use. The school staff also has the right to confiscate or search Computers at any time with or without cause as part of an effort to deter violations of these rules and to confiscate and search Privately-Owned Computers on school grounds upon reasonable suspicion of a violation of this "Prohibited Uses" section.

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 web site must be identified.

6. **Use for Non-School Purposes** - Using Computers and/or Computer Services for any personal reasons not connected with the educational program or school assignments is permissible so long as those uses do not constitute a violation of the "Prohibited Uses" section of these rules and/or are not interfering with the educational purpose of these devices by the student or others.

7. **Misuse of Passwords/Unauthorized Access** - Students may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or Computer Services.

8. **Malicious Use/Vandalism** - Students may not engage in any malicious use, disruption or harm to Computers and/or Computer Services, including but not limited to hacking activities, "jail breaking", and creation/uploading of computer viruses.

STUDENT COMPUTER AND INTERNET USE RULES

C. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the Cape Elizabeth School District for any losses, costs or damages incurred by the school district for violations of Board policies/procedures and school rules while the student is using Computers and/or Computer Services, 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 Computer and/or Computer Services. The student and his/her parents/guardians are similarly responsible if the student takes any action with a Computer that has the purpose or effect of voiding any warranty in effect covering such Computer or of providing students access to apps that are available other than at the app source authorized for use by the school.

D. Student Privacy and Safety

A student should exercise caution, in consultation with a parent or school staff member, before revealing his/her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. System Security

1. The security of the Computers and/or Computer Services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or system administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

F. Insurance Program/Information Sharing/Care, Damage, Loss and Theft

1. **MLTI Laptops**. Laptops are loaned to Middle School students as an educational tool pursuant to the Maine Learning Technology Initiative (MLTI) and may be used only for purposes specifically authorized by school staff and the MLTI program. The rules governing that program are incorporated herein by reference.

2. **Information Session and Insurance Protection for MLTI Laptops.** Parents of Middle School students who are eligible to be issued MLTI laptops are required to attend an informational meeting before a MLTI laptop will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form before a MLTI laptop is allowed to be taken home; for

CAPE ELIZABETH SCHOOL DEPARTMENT

STUDENT COMPUTER AND INTERNET USE RULES

any such devices that are taken home, a parent/guardian must participate in the Laptop Protection Plan, an insurance program made available by the Cape Elizabeth School District. Parents who choose to not have their students take home their MLTI laptops may decline to participate in the Laptop Protection Plan.

3. **Information Sharing and Insurance Protection for District-Owned Mobile Devices.** The school shall share information regarding this policy and the practices, rules and regulations regarding the use of District-owned mobile devices. Before such devices may be taken home, parents must sign a consent form acknowledging their receipt and understanding of these policies, rules, and practices and must participate in the Insurance Protection Plan made available by the school department. Parents who choose to not have their students take home their District-owned mobile device may decline to participate in the Insurance Protection Plan.

4. **Care of and Responsibility for Damage to Computers.** Students and their families are responsible for the proper care of Computers at all times, whether on or off school property, including costs associated with repairing or replacing the Computer. Cape Elizabeth School District offers an optional Laptop/Mobile Device Insurance Protection program for parents to cover replacement costs and/or repair costs for damages not covered by the Computer warranty. Parents who choose not to participate in the Laptop/Mobile Device Insurance Protection plan should be aware that they are responsible for any costs associated with loss, theft or damage to a Computer issued to their child.

5. **Computer Loss or Theft and Loss or Theft Prevention.** If a Computer is lost or stolen, the loss or theft must be reported to the teacher and/or building administrator immediately. Additionally, if a Computer is stolen, a report should be made to the local police and the school technology coordinator immediately. With respect to the District-owned mobile devices, students must keep activated at all times the service that allows those Computers to be located remotely and must establish and keep activated at all times a security code which will prevent others from accessing the content and services of the Computers.

G. Scope of Policy and Rules Application.

The Board's policy and rules concerning Computer and/or Computer Services use apply at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of District-owned Computers.

STUDENT COMPUTER AND INTERNET USE RULES

H. Miscellaneous Issues.

1. **Confiscation/Restriction of Privileges/Disciplinary Action.** Violation of policies or rules governing the use of Computers and/or Computer Services, or any careless use of a Computer may result in a student's Computer being confiscated and/or a student only being allowed to use the Computer 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.

2. **Required Sharing of Computer Passwords with School Staff.** Any student to whom a Computer is issued must share with the school department any passwords, codes, or keys to allow the technology staff unlimited access to any and all materials on the Computer. Failure to provide such access will result in a school discipline and confiscation or limitations placed on future use of the Computer and Computer Services.

3. **Parent Access to Student Computer Passwords.** Upon request, parents may have access to their child's login password, codes, or keys. Parents are responsible for supervising their child's use of the Computer and Internet access when in use at home.

4. **Use of Computers by Others.** Computers may only be used by the student to whom it is issued or by any family members assisting them with their educational work and consistent with the educational purpose of these Computers. All use of Computers by all persons must comply with the school's Student Computer and Internet Use Policy and Rules.

5. **Return of Computers.** Computers must be returned in acceptable working order at the end of the school year or whenever requested by school staff. Students will also be required to turn in Computers before the end of the school year, at which time they will be inventoried, updated as needed, and subjected to search for materials in violation of this policy.

G. Additional Rules for Use of Privately-Owned Computers by Students

1. Students are permitted to use Privately-Owned Computers in school provided that they comply with the policy and rules governing Computer and Internet Use, there is a suitable educational basis for the request, and the demands on the school district's network or staff are reasonable. In addition, if requested, the student must provide to the technology coordinator such information as IP addresses and login passwords as to enable enforcement of all policies and rules regarding use of Computer Services.

2. The Technology staff has the authority to determine whether use of a student's Privately-Owned Computer would place an undue burden on or could interfere with the Computer Services.

3. The student is responsible for proper care of his/her Privately-Owned Computer including any costs of repair, replacement or any modifications needed to use the computer at school.

4. The school district is not responsible for damage, loss or theft of any Privately-Owned Computer.

5. Students have no expectation of privacy in their use of Computer Services while using a Privately-Owned Computer at school.

6. Violation of any Board policies, administrative procedures or school rules involving a student's use of Computer Services or a Privately-Owned Computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.

7. The school district may seize any privately-owned computer used by a student in school without authorization as required by these rules and the contents of the computer may be searched in accordance with applicable laws and policies. The computer will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.

Cross Reference:	IJNDB: Student Computer and Internet Use
	EGAD: Copyright Compliance
ADOPTED:	January 10, 2006
Revised:	February 8, 2011
	February 14, 2012

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STUDENT COMPUTER AND INTERNET USE RULES

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STUDENT COMPUTER AND INTERNET USE RULES

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G.   Scope of Policy and Rules Application.

The Board's policy and rules concerning Computer and/or Computer Services use apply at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of District-owned Computers.

STUDENT COMPUTER AND INTERNET USE RULES

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STUDENT COMPUTER AND INTERNET USE RULES

2. The Technology staff has the authority to determine whether use of a student's Privately-Owned Computer would place an undue burden on or could interfere with the Computer Services.

3. The student is responsible for proper care of his/her Privately-Owned Computer including any costs of repair, replacement or any modifications needed to use the computer at school.

4. The school district is not responsible for damage, loss or theft of any Privately-Owned Computer.

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6. Violation of any Board policies, administrative procedures or school rules involving a student's use of Computer Services or a Privately-Owned Computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.

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

ADOPTED: January 10, 2006

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How would this work? Would have to come to opt-out of this if taking home

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2. **Required Sharing of Computer Passwords with School Staff.** Any student to whom a Computer is issued must share with the school department any passwords, codes, or keys to allow the technology staff unlimited access to any and all materials on the Computer. Failure to provide such access will result in a school discipline and confiscation or limitations placed on future use of the Computer and Computer Services.

3. **Parent Access to Student Computer Passwords.** Upon request, parents may have access to their child's login password, codes, or keys. Parents are responsible for supervising their child's use of the Computer and Internet access when in use at home.

4. **Use of Computers by Others.** Computers may only be used by the student to whom it is issued or by any family members assisting them with their educational work and consistent with the educational purpose of these Computers. All use of Computers by all persons must comply with the school's Student Computer and Internet Use Policy and Rules.

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[handwritten margin note: Privately-owned computers should not be on school network]

STUDENT COMPUTER AND INTERNET USE RULES

2. The Technology staff has the authority to determine whether use of a student's Privately-Owned Computer would place an undue burden on or could interfere with the Computer Services.

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4. The school district is not responsible for damage, loss or theft of any Privately-Owned Computer.

5. Students have no expectation of privacy in their use of Computer Services while using a Privately-Owned Computer at school.

6. Violation of any Board policies, administrative procedures or school rules involving a student's use of Computer Services or a Privately-Owned Computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.

7. The school district may seize any privately-owned computer used by a student in school without authorization as required by these rules and the contents of the computer may be searched in accordance with applicable laws and policies. The computer will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.

Cross Reference:	IJNDB: Student Computer and Internet Use EGAD: Copyright Compliance
ADOPTED:	January 10, 2006
Revised:	February 8, 2011 February 14, 2012

STUDENT COMPUTER AND INTERNET USE RULES

C.   Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the Cape Elizabeth School District for any losses, costs or damages incurred by the school district for violations of Board policies/procedures and school rules while the student is using Computers and/or Computer Services, 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 Computer and/or Computer Services. The student and his/her parents/guardians are similarly responsible if the student takes any action with a Computer that has the purpose or effect of voiding any warranty in effect covering such Computer or of providing students access to apps that are available other than at the app source authorized for use by the school.

D.   Student Privacy and Safety

A student should exercise caution, in consultation with a parent or school staff member, before revealing his/her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E.   System Security

1. The security of the Computers and/or Computer Services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or system administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

F.   Insurance Program/Information Sharing/Care, Damage, Loss and Theft

1. **MLTI Laptops.** Laptops are loaned to Middle School students as an educational tool pursuant to the Maine Learning Technology Initiative (MLTI) and may be used only for purposes specifically authorized by school staff and the MLTI program. The rules governing that program are incorporated herein by reference.

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STUDENT COMPUTER AND INTERNET USE RULES

any such devices that are taken home, a parent/guardian must participate in the Laptop Protection Plan, an insurance program made available by the Cape Elizabeth School District. Parents who choose to not have their students take home their MLTI laptops may decline to participate in the Laptop Protection Plan.

3. **Information Sharing and Insurance Protection for District-Owned Mobile Devices.** The school shall share information regarding this policy and the practices, rules and regulations regarding the use of District-owned mobile devices. Before such devices may be taken home, parents must sign a consent form acknowledging their receipt and understanding of these policies, rules, and practices and must participate in the Insurance Protection Plan made available by the school department. Parents who choose to not have their students take home their District-owned mobile device may decline to participate in the Insurance Protection Plan.

4. **Care of and Responsibility for Damage to Computers.** Students and their families are responsible for the proper care of Computers at all times, whether on or off school property, including costs associated with repairing or replacing the Computer. Cape Elizabeth School District offers an optional Laptop/Mobile Device Insurance Protection program for parents to cover replacement costs and/or repair costs for damages not covered by the Computer warranty. Parents who choose not to participate in the Laptop/Mobile Device Insurance Protection plan should be aware that they are responsible for any costs associated with loss, theft or damage to a Computer issued to their child.

5. **Computer Loss or Theft and Loss or Theft Prevention.** If a Computer is lost or stolen, the loss or theft must be reported to the teacher and/or building administrator immediately. Additionally, if a Computer is stolen, a report should be made to the local police and the school technology coordinator immediately. With respect to the District-owned mobile devices, students must keep activated at all times the service that allows those Computers to be located remotely and must establish and keep activated at all times a security code which will prevent others from accessing the content and services of the Computers.

G. Scope of Policy and Rules Application.

The Board's policy and rules concerning Computer and/or Computer Services use apply at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of District-owned Computers.

STUDENT COMPUTER AND INTERNET USE RULES

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All students are responsible for their actions and activities involving Computers and/or Computer Services, and for their Computer files, passwords and accounts. These rules provide general guidance concerning the use of the Computers and/or Computer Services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity; students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator. These rules apply to all Computers and/or school Computer Services regardless of how they are accessed.

A. Acceptable Use

1. Cape Elizabeth School District's Computers and/or Computer Services are provided for educational purposes and research consistent with the Cape Elizabeth'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 Computers and/or Computer Services, whether on or off school property.

3. Students also must comply with all specific instructions from school staff and volunteers when using the Computers and/or Computer Services.

B. Prohibited Uses

Unacceptable uses of Computers and/or Computer 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 and/or illegal materials, images (still or video) or messages.

2. **Illegal Activities** - Students may not use Computers and/or Computer Services for any illegal activity or in violation of any Board policy/procedure or school rules. Cape Elizabeth School District assumes no responsibility for illegal activities of students while using Computers and/or Computer Services.

STUDENT COMPUTER AND INTERNET USE RULES

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 (*See Board policy/procedure EGAD: Copyright Compliance*); or copy or download software without the express authorization of the Technology Coordinator except as expressly provided below in connection with the district's 1:1 mobile devices. 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. **Downloading "Apps" from Authorized Sources/Authority of School Staff to Search** - Students may download apps onto mobile devices issued by the District provided that those apps do not violate the other provisions of this section regarding "Prohibited Uses" and provided they are downloaded from a school-authorized source. In the event school staff discovers inappropriate materials on a student device, the device may be confiscated and the materials removed without student permission, even if it means the loss of student-purchased material, and appropriate restrictions may be placed on the student's future Computer use. The school staff also has the right to confiscate or search Computers at any time with or without cause as part of an effort to deter violations of these rules and to confiscate and search Privately-Owned Computers on school grounds upon reasonable suspicion of a violation of this "Prohibited Uses" section.

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 web site must be identified. *can't only punish. Need to skill kids.*

6. **Use for Non-School Purposes** - Using Computers and/or Computer Services for any personal reasons not connected with the educational program or school assignments is permissible so long as those uses do not constitute a violation of the "Prohibited Uses" section of these rules and/or are not interfering with the educational purpose of these devices by the student or others.

7. **Misuse of Passwords/Unauthorized Access** - Students may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or Computer Services.

8. **Malicious Use/Vandalism** - Students may not engage in any malicious use, disruption or harm to Computers and/or Computer Services, including but not limited to hacking activities, "jail breaking", and creation/uploading of computer viruses.

Okay, but what do we give support to learning research? How much are skills + depth? principals + dept. chairs requiring collaboration with on research librarians?

STUDENT COMPUTER AND INTERNET USE RULES

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STUDENT COMPUTER AND INTERNET USE RULES

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Cross Reference: IJNDB: Student Computer and Internet Use
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ADOPTED: January 10, 2006

Revised: February 8, 2011
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STUDENT COMPUTER AND INTERNET USE RULES

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STUDENT COMPUTER AND INTERNET USE RULES

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Policy: IJNDB-R

STUDENT COMPUTER AND INTERNET USE RULES

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7. The school district may seize any privately-owned computer *Or phone or tablet* used by a student in school without authorization as required by these rules and the contents of the computer may be searched in accordance with applicable laws and policies. The computer will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.

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