

**STUDENT COMPUTER AND INTERNET USE RULES**

These rules implement Maine School Administrative District 47 (referred to as Messalonskee School District) 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 district's computers, networks and Internet services is a privilege, not a right. Unacceptable use or 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 Messalonskee School District's (MSAD 47's) computers, networks and Internet services are provided for educational purposes and research consistent with the school district's educational mission, curriculum and instructional goals. Use of the District's computers, networks and Internet services for non-educational purposes (i.e. personal entertainment, games, etc.) is prohibited.

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 teachers and other supervising staff members or volunteers when accessing Messalonskee School District's (MSAD 47's) computers, networks and Internet services.

**C. Prohibited Use**

Each user is responsible for his/her actions and activities involving Messalonskee School District (MSAD 47) computers, networks and Internet 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. **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 (does not except specific types of sites, i.e. band or musician sites where lyrics fit these descriptions).
2. **Illegal Activities** - Using the school district's computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules.
3. **Violating Copyrights** - Copying or downloading 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 Web site must be identified.
5. **Copying Software** - Copying, downloading, or installing software without the express authorization of the Superintendent or his/her designee.
6. **Non-School-Related Uses** - Using the school district's computers, networks and Internet services for non school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use.
7. **Misuse of Passwords and Unauthorized Access** - Sharing passwords, using other users' passwords and/or accessing other users' accounts. Any communications that are in violation of generally accepted rules of

network etiquette and/or professional conduct. Any attempt to access unauthorized sites. Any attempt to delete, erase or otherwise conceal any information stored on a district computer that violates these rules.

8. **Malicious Use and Vandalism** - Any malicious use, disruption or harm to the school district's computers, networks and Internet services, or breach of security features including but not limited to any hacking activities and creation and/or uploading of computer viruses. Opening or forwarding any e-mail attachments (executable files, documents, etc.) from unknown sources. Opening or forwarding any e-mail attachments or files known to contain a virus. Any misuse or damage to the school district's computer equipment.
9. **Unauthorized Access to Chat Rooms, News Groups and use of Instant Messaging** - There shall be no access to chat rooms. There shall be no general access to news groups or use of instant messages except that specific authorization for special educationally related purposes may be granted on a case by case basis.
10. **Other unacceptable uses that the Superintendent or his/her designee may find unacceptable.** -Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-school-sponsored organization; or to raise funds for any non-school-sponsored purpose, whether for-profit or not-for-profit. No student shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Students who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator. There shall be no communication that represents personal views as those of Messalonskee School District (MSAD 47) or that could be misinterpreted as such. Students shall not send mass e-mails to school users or outside parties for non-school purposes without the permission of the Superintendent.

D. **No Expectation of Privacy**

Messalonskee School District (MSAD 47) retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school district. Messalonskee School District (MSAD 47) reserves the right to monitor all computer and Internet 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 or guardian shall be responsible for compensating Messalonskee School District (MSAD 47) for any losses, costs or damages incurred by Messalonskee School District related to violations of policy IJNDB and/or these rules, including investigation of violations.

F. **Messalonskee School District (MSAD 47) Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use**

Messalonskee School District (MSAD 47) 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 or any other person's full name, address or telephone number on the Internet without prior permission from a supervising teacher. 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.

**System Security**

The security of the school district's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator or other person(s) named by the Superintendent as an appropriate security 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.

Cross Reference: IJNDB - Student Computer and Internet Use

Date of Adoption: July 12, 2000

Reviewed September 2002