

# **School Union 69**

## **Acceptable Use Policy for Student Computer and Internet Use**

The Union 69 School 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 School Committee 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. The following procedures and guidelines are used to help ensure appropriate use.

1. Users are to receive instruction in the proper use of computers and the Internet through classroom instruction.
2. Before a student is allowed to use school computers and Internet services, parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the “Computer/Internet Access Acknowledgment” and reading this policy’s terms and conditions for use of the Internet. The signed acknowledgment will be retained by the school. Parents also have the option of denying permission for their child to use the Internet.
3. Students, in particular, may then use the Internet in a supervised classroom environment. While reasonable precautions (MSLN filter via UMO) will be taken to supervise student use of the Internet on-site, the Union 69 schools cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of school, in violation of policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet. Parents can reinforce school efforts by encouraging or practicing appropriate use at home.
4. Student use of school computers, network, and Internet services is a privilege not a right. 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.
5. Students and parents shall be informed of this policy/procedure on an annual basis through handbooks and/or other means selected by the Superintendent.
6. The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the School Committee 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 School Committee’s policy/rules. The Superintendent may delegate specific responsibilities to Building Principals and others that he/she deems appropriate.

Cross Reference: GCSA - Employee Computer and Internet Use and Rules

## **Expectations for Use of the Internet**

Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the Union. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. You should always have a teacher-approved topic related to research for school work before using the Internet. A form to log Internet sites may be required by your teacher. If a form is required, you will write in the pathways you find to track down your information and properly cite it in your research references.
2. Be courteous and respectful in your messages to others. Use appropriate language. Do not swear, tease, use vulgarities, or any other inappropriate language. Illegal activities including harassment are strictly forbidden.
3. Always try to do your best writing and proofread and edit your messages/work. Do not reveal personal information including your home address or phone number, or those of other users. Use school addresses and phone numbers only...even if you think you “know” your correspondent.
4. Students have no expectation of privacy in their use of school computers. All school computers remain under the control, custody, and supervisions of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Each use of personal e-mail accounts at school by students requires teacher permission. All classrooms have classroom e-mail accounts available. Student e-mail projects (pen pals, classroom-based) are carefully planned with the Technology Coordinator and screened by the classroom teacher.
6. Only public domain software, video, text, images, and/or sound can be downloaded from the Internet with permission of the Technology Coordinator and saved to a specified location. Unauthorized downloading of information to student disks will not be tolerated.
7. Do not use the network in such a way that you would disrupt the use of the network by other users. Students need to use their own, individually assigned log-ins, not another student’s or a teacher’s log-in.

## **Prohibited Use**

The user is responsible for his/her actions and activities involving school unit 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:

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.

Illegal Activities: Using the school unit’s computers, networks and Internet services for any illegal activity or activity that violates other School Committee policies, procedures and/or school rules.

Violating Copyrights: Copying or downloading copyrighted materials including but not limited to music, images, and films without the owner's permission.

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.

Copying Software: Copying or downloading software without the express authorization of the system administrator.

Non-School Related Uses: Using the school unit's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation.

Misuse of Passwords/Unauthorized Access-Sharing Passwords: Using other users' passwords without permission and/or accessing other users' accounts.

Malicious Use/Vandalism: Any malicious use, disruption or harm to the school unit's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

Unauthorized Access To Web 2.0 tools/Chat Rooms/News Groups/Social Networking sites: Accessing Web 2.0 tools (including, but not limited to blogs, wikis, etc.) chat rooms or news groups social networking sites (Facebook, MySpace, Meebo, etc.) without specific authorization from the supervising teacher.

### **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 of damages incurred by the school unit related to violations of policy IJNDB and/or these results, including investigation of violations.

### **School Unit Assumes No Responsibility for /Unauthorized Charges, Costs of Illegal Use**

The school unit assumes no responsibility for any unauthorized charges made by student 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.

### **Online Safety Rules for Students**

"I will not give out personal information, such as my address, telephone number, parent's work address or telephone number or the name and location of my school without my parents' and teachers' permission."

"I will tell my parents and teachers right away if I come across any information that makes me feel uncomfortable."

I will never agree to get together with someone I “meet” online (e-mail or chat rooms) without first checking with my parents and teachers. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.”

“I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents and teachers right away so that they can contact the online service.”

(Taken from “Child Safety on the Information Highway” brochure from the National Center for Missing and Exploited Children and the Interactive Services Association)

NEPN/NSBA Code: GCSA

**Policy IJNDB-R**

**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 Rules and agree to comply with them.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Parent/Guardian:**

I have read policy IJNDB - Student Computer/Internet Use and Rules and understand that my son/daughter’s use of school computers is subject to compliance with these rules.

I **do/don’t** (circle one) give permission for my son/daughter to work with the Internet.

I **do/don’t** (circle one) give permission for my son/daughter’s work to be published on the Internet.

I **do/don’t** (circle one) give permission for my son/daughter’s name image to be used on the school’s web page.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date