

**STUDENT COMPUTER, DEVICE AND INTERNET USE RULES**

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These rules implement School Department Policy IJNDB – Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited use but do not attempt to state all required or prohibited activities by users. These rules apply to all school computers/devices wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed. Failure to comply with School Committee Policy IJNDB and these rules may result in a 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 School Department computers, networks and Internet services is a privilege, not a right. Unacceptable use or activities 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 School Department computers, networks and Internet services is provided for educational purposes and research consistent with the School Department's educational mission, curriculum and instructional goals.

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 the teacher or other supervising staff members or volunteers when accessing the School Department computers, networks and Internet services.

**C. Prohibited Use**

The user is responsible for his/her actions and activities involving the school 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. Accessing or Communicating 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;
2. Illegal Activities - Using School Department computers, networks and Internet services for any illegal activity or activity that violates other School Department policies, procedures and/or school rules;
3. Violating Copyrights - Copying or downloading copyrighted materials without the owner’s permission; or copy or download software without the express authorization of the Technology Director Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The Bangor School Department assumes no responsibility for copyright or licensing violations by students.



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. Non-School Related Uses - Using School Department 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;
6. Misuse of Passwords and Unauthorized Access - Sharing passwords, using other users' passwords and/or accessing other users' accounts;
7. Malicious Use or Vandalism - Any malicious use, disruption or harm to School Department computers, networks and Internet services, including but not limited to hacking activities, breaching of security features, and creating, uploading or spreading computer viruses;
8. Unauthorized Access to Blogs/Social Networking Sites, etc. without specific authorization from the supervising teacher;
9. Negatively Impacting Network Capacity – Engaging in activities that cause unreasonable demand on network capacity or disruption of system operation, including but not limited to downloading large files without permission from the computer system administrator; and
10. Attempts to connect computers, wireless routers, or any other devices to the Bangor School Department network that are not authorized by the Department or without specific permission from the network administrator.

**D. No Expectation of Privacy**

The School Department retains control, custody and supervision of all computers, networks and Internet services owned or leased by the School Department. The School Department reserves the right to monitor all computer and Internet activities by students. Students have no expectation of privacy in their use of school computers, networks and Internet services, including e-mail and stored files.

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

The student and/or the student's parent/guardian shall be responsible for compensating the School Department for any losses, costs or damages incurred by the School Department related to violations of policy IJNDB and/or these rules, including investigation of violations.

**F. The School Department Assumes No Responsibility for Unauthorized Charges, Costs/Illegal Use**

The School Department 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 full name, address or telephone number on the Internet without prior permission from the 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 feel uncomfortable in any way.

**H. System Security and Operation**

The security of School Department computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the computer system administrator or a

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building principal. The user shall not demonstrate the problem to others. Any user who attempts to cause a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

#### **I. Student Laptop Computers**

Student laptop computers are generally intended for in-school use. District and building level procedures will be adopted and followed in the event that the computer laptop programs evolve to the point where home use becomes an option. In the absence of these rules and procedures, students will not take laptops home. Computer laptop procedures for home use will include clearly defined provisions for insuring the equipment, expectations for appropriate use, and orientation sessions for parents and students.

#### **J. 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 must complete a Personally Owned Computer Registration Form. The form must be signed by the student, his/her parent, and approved by the Technology Coordinator. There must be an educational basis for any request.
2. The Technology Coordinator will determine whether a student's privately-owned computer/device meets the Bangor School Department's network requirements.
3. Request may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the Bangor School Department's network or staff would be unreasonable.
4. The student is responsible for proper care of his/her privately-owned computer/device, including any costs of repair, replacement, or any modifications needed to use the computer at school
5. The Bangor School Department is not responsible for damage, loss or theft of any privately owned computer/device.
6. Students are required to comply with all Bangor School Department 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. The Bangor School Department reserves the right to search a student's privately-owned computer/device if there is reasonable suspicion that the student has violated Bangor School Department policies, administrative procedures or school rules, or engaged in other misconduct while using the computer/device.
8. The Bangor School Department 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 Bangor School Department polices, 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.

Cross-Reference: IJNDB - Student Computer and Internet Use

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