

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

First Reading: 6-5-00

Second Reading: 7-3-00

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 require 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.

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

First Reading: 5-22-00

Second Reading: 6-12-00

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

First Reading: 5-22-00

Second Reading: 6-12-00

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, down-loading, 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.

First Reading: 5-22-00

Second Reading: 6-12-00

Union #69

Policy IJNDB-R

Lincolnvile Community School Laptop Guidelines Addendum to Acceptable Use Policy

- Integrating technology into classroom curriculum is about teaching and learning, not about the computer. The laptop computer is a tool that can take students to a higher level of overall educational literacy.
- Teachers will have administrative controls so that at any time a teacher may "look" at what a student has on his/her computer and may actually freeze it or even "take over" the student's computer.
- Each school has a Building Technology Coordinator and a Teacher Leader who are assigned a laptop at all times to assist with training and troubleshooting while they carry out this role.
- The assignment of a laptop to each student is a privilege, not a right. This privilege can be revoked.
- The computer that students are being issued is an educational tool and should only be used in that capacity.
- A laptop and carrying case (for MLTI project) will be issued to students by their teacher.
- The recharging of laptops will take place at least once daily, in the charging station. This will generally occur during non-instructional time (lunch/recess), at the end of each school day, school field trips, weekends, and throughout school vacations unless the student and his/her family have signed it out.
- In order to sign out the laptop, students need to submit to the school a signed copy of the Sign Out Procedure (below) and attend a student and parent training.
- Any inappropriate use or neglectful care of a laptop or its carrying case observed by anyone should be reported immediately.

- Laptops should be in the possession of students or locked in a secure location at all times.
- Any inappropriate use, unattended laptops, or neglectful care of a computer will result in: 1) Parent notification, 2) Loss of Internet/e-mail privileges, 3) The laptop computer being taken away by the school's teacher leader, technology coordinator, or principal. The length of time the computer is taken away will increase with each reported incident. Severe incidents will result in computer being taken away indefinitely.
- The school's teacher leader will record each student's password which will be held in confidence among school personnel. Parents and guardians are entitled to their child's password.

Care of laptops:

- Keep all food and drinks away from computers
- Once the laptop is issued to the student and his/her family, the student is responsible for it at all times.
- All laptops will be kept in a special cart in the classroom. Students are expected to return laptops to their assigned slot. Students must always sign out their laptop when they plan to use it at home and sign it back in when they return it.
- Any students that intentionally cause damage to the laptops need to be reported immediately.
- DO NOT physically mark up the laptop or its storage case at all. Computers should be clean at all times and appear to be brand new. (No writing on with markers, putting stickers on, etc.). Expect regular checkups.
- Laptops should only be used within the classroom setting and while at home when signed out. NEVER use on the bus, while in transit, or before/during /after practices, games, and other extracurricular activities.
- Laptops should be kept in storage cases at all times. Storage cases do NOT allow for use in the case and should be out of the case for use AND recharging.
- The storage case has a clear display area where the school's computerized nameplate can be displayed. It should contain the school's name, address, phone number, student's first and last name, and homeroom teacher's name.
- The luggage tag must contain the school ID and the colored homeroom name tag.

General Rules, Reminders, and Guidelines:

- STUDENTS ARE TO USE only their assigned computer. Computers are never to be shared or swapped.
- Passwords must be kept confidential.
- Downloading of anything without teacher permission is prohibited. All downloads must be documented by the student and the teacher of the class for which the download was intended.
- The laptop should never be left unattended (during lunch, in the locker room, after school, before-during or after extra-curricular activities, etc.). If a laptop is found, it must be turned in to the Teacher Leader of the building.
- Laptop standardization, to the greatest extent possible, is essential for facilitating a

successful program. Students may not load games or any extraneous software on the laptops. Use of unauthorized programs greatly increases the risk of software conflicts, viruses, and other incompatibilities, which could result in permanent damage and loss of data.

Internet Rules, Reminders, and Guidelines:

- The school's acceptable use policy should be followed at all times. A signed consent form must be turned in to the school immediately.
- The control panel on the computer will be locked. The school has access to the computers at any time to access the control panel to view Internet history.
- If a student is "accidentally" linked to an inappropriate web site, this should be reported immediately. Please close the site, but note the date and time of this accident.
- Any inappropriate sites that have been visited will result in: 1) Parent notification, 2) Internet privileges being taken away, 3) Laptop computer being taken away by the school's teacher leader, technology coordinator, and/or Administration. The length of time the computer is taken away will increase with each reported incident. Sever incidents will result in computers being taken away indefinitely.

E-mail Rules, Reminders, and Guidelines:

- When working on another computer, students can e-mail assignments from home so that they are waiting for when students are back on their laptops. (Microsoft Word documents are easily transferred to AppleWorks and back again).
- The ability to e-mail peers, teachers, parents, etc. should be done only for educational reasons during homeroom times or at the direction of a teacher. This IS NOT A CHAT ROOM! E-mails can be monitored.
- Any inappropriate use of e-mail will result in: 1) Parent notification, 2) E-mail privileges being taken away by the school's teacher leader, technology coordinator, and/or Administration, 3) Laptop computer being taken away. The length of time the computer is taken away will increase with each reported incident. Sever incidents will result in computers being taken away indefinitely.

First Reading: October 2002

Second Reading: November 4, 2002

Union #69

Laptop Sign Out Procedure

Please refer to the full text document which follows for further details on each point listed below.

Signing Out

- The laptop issued to each student is an educational tool and should only be used in that capacity.
- In order to sign out a computer to take home, parents and students must attend a Family Orientation Meeting.
- Students must plan ahead and bring in a note from a parent in which the parent explains their awareness of the dates that the computer is to go home.
- Students must inform their homeroom teacher that they will be signing out their computer that day.
- Students must sign out their laptop and carrying case with their homeroom teacher.
- Sign outs will occur immediately after school unless alternative arrangements are made with the homeroom teacher.
- Laptops may not be taken in locker rooms, on playing fields, courts, etc. We recommend making arrangements in advance with parents & teachers for laptop pick up when students are participating in extra-curricular activities.

At Home

- When at home, the laptop will ALWAYS be used in a common family location with adult supervision.
- Parents/Guardians will have their child's login password in order to supervise student's usage at home.

Return

- The laptop and its carrying case will be signed back in before or during homeroom on the first school day following the day it was signed out.
- Parents will be contacted directly if a student returns to school without the computer and will be expected to bring the computer to school immediately.
- Failure to check the computer back in on time will result in the school revoking the privilege of signing out your laptop to take home.

Responsibility

- If the laptop is stolen while signed out to you, it should be reported to the local police authorities and your Middle School principal immediately.
- Replacement costs and/or the repair for damages that are not covered by the warrantee and occur to the laptop and its carrying case while it is signed out are the sole responsibility of the undersigned parent/guardian (via the MSMA insurance or other insurance as indicated below.)
- If you, as the parent/guardian, would rather that the computers NOT be brought home,

please inform the school immediately.

- Failure to comply with the school's policy for laptop sign out may result in your sign out privileges being revoked.

I hereby agree to the procedures and expectations outlined in both the Apple laptop Guidelines and the Apple laptop Sign Out Procedure.

Printed Student Name: _____

Student Signature: _____ Date: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

I have paid my portion of the MSMA Laptop insurance for take-home use. _____

I plan to have provided evidence that the laptop will be covered under my homeowner's insurance. _____

LINCOLNVILLE SCHOOL COMMITTEE POLICY IJNDB-R
ADDENDUM
HOME USE OF STUDENT LAPTOP COMPUTERS

The Lincolnville School Committee will permit students who have been included in the State of Maine Laptop Computer initiative to sign out laptop computers provided by the program overnight and weekends for home use. The following conditions for home use are set forth by the committee and must be agreed to by all parties prior to home use:

1. At least one parent or legal guardian of the child must attend a training session provided by the LCS staff prior to any home use of the laptop.
2. Parent or legal guardian and student must agree in writing to abide by all rules and regulations developed by the school administration for the home use of computers. These rules include the School Committee's policies for internet use and laptop policies.
3. Insurance for home use of the laptop computer must be purchased through the school insurance program to cover the loss of or serious damage to the units. The Lincolnville School Committee will pay for two thirds of the insurance cost(\$20.00 for 2003) and the parent/guardian will pay for one third (\$10.00 for 2003).
4. If a claim occurs, the school Committee will assume the responsibility for the payment of the minimum deduction (currently \$100.00 limit under the proposed insurance).

5. The Lincolnville School Committee authorizes the Superintendent of Schools and/or his/her designee at the LCS to develop any additional rules/procedures for the implementation of this policy.

First Reading: January 6, 2003

Union #69 Laptop Sign Out Procedure

The computer that you are being issued is an educational tool and should only be used in that capacity. Failure to comply with the guidelines and sign out procedure will result in loss of laptop privileges.

In order for the laptop and its carrying case to be signed out by the student to take home, he/she and his/her parent or guardian **must** attend a Family Orientation Meeting that is offered by the school on several occasions at the beginning of each school year.

The student must check out the laptop and its carrying case from his/her supervising homeroom teacher

The student planning to sign out his/her laptop and its carrying case must inform their homeroom teacher.

Sign out times for the iBooks and its carrying case will take place immediately after school unless alternative arrangements have been made with the homeroom teacher. Special arrangements (like coach, parent or guardian sign out and pick up) are recommended to be made in advance for those students participating in extra-curricular activities. iBooks are not to be taken into locker rooms, on playing fields, courts, etc.

When the iBooks are signed out and brought home by the student and his/her family, it is the expectation that it will ALWAYS be used in a common family location so that adult supervision can be maintained at all times. Students should not be isolating themselves from others when using their computer. For example, it is the school's expectation that the student not be allowed to lock himself/herself away in a bedroom while using their computer.

Parents/Guardians have the right to their child's login password in order to facilitate in the supervision of the student's computer usage at home.

The laptop and its carrying case will be signed back in before or during homeroom on the first school day following the day it was signed out. If you return to school without the computer that you signed out, an immediate phone call to parent/guardian home will be made in order to make arrangements for it to be brought to school immediately. Failure to check the computer back in on

time will result in the school revoking the privilege of signing out your laptop to take home.

Replacement costs and /or repair for damages that occur to the laptop and its carrying case while it is signed out are the sole responsibility of the undersigned parent/guardian. (*MSMA Insurance or other insurance)

This MLTI laptop computer is the property of the State of Maine and registered to the individual Union #69 Middle Schools (Hope, Appleton, and Lincolnville). It must be returned to the Middle School upon request. At this time, students transferring schools or exiting the Union #69 System are expected to turn in the laptop immediately. Other school laptops are owned by the school directly and are school property.

If the laptop is stolen while signed out to you, it should be reported to the local police authorities and your Middle School principal immediately.

If you as the parent/guardian would rather that the computers NOT be brought home, please inform the school of this request immediately.

Failure to comply with the school's procedure for laptop sign out may result in your sign out privileges being revoked. **Please see attached summary and sign if you are in agreement with the guidelines and procedures outlined in these handouts.**