

CODE: IJNDB-E1

STUDENT COMPUTER INTERNET USE ACKNOWLEDGEMENT FORM

No student shall be allowed to use school computers/laptops/tablets or the Internet until the student and a parent/guardian have signed and returned this acknowledgement to the school. This acknowledgement is to be signed at the initial grade at each building level or when a student first enters the Kittery School Department, and then at the initial grade at each building level thereafter.

Student:

I have read the policy- **Student Computer/Internet Use** and **Student Computer/Internet Use Rules**, and I agree to comply with them. I understand that a violation of this policy and rules may result in having my computer privileges limited, suspended or revoked. A violation may also result in disciplinary action, referral to law enforcement and/or legal action.

Signature of Student: _____

Date: _____

Parent/Guardian:

I have read the policy- **Student Computer/Internet Use** and **Student Computer/Internet Use Rules** and understand that my child's use of school computers/laptops/tablets is subject to compliance with them.

Print Name of Student: _____

Signature of Parent/Guardian: _____

Date: _____

SCHOOL: _____

GRADE: _____

TEACHER: _____

Reviewed PC: January 28, 2013

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STUDENT COMPUTER AND INTERNET USE

The Kittery School Department's computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises. Students are allowed to use privately-owned computers at school with prior authorization, provided that they comply with this policy and the accompanying rules.

Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student's computer privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

Kittery School Department computers remain under the control, custody and supervision of the school unit at all times. The Kittery School Department may monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on or off school property.

The Kittery School Department utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. The Kittery School Department takes precautions to supervise student use of the Internet and electronic communications, and to prevent the unlawful disclosure, use or dissemination of personally identifiable information about students. The Kittery School Department educates students about safety on the Internet, appropriate online behavior and cyberbullying awareness and response, but parents should be aware that the Kittery School Department could not reasonably prevent all instances of inappropriate computer use by students that may violate School Committee policies and rules, including access to objectionable materials and communications.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented by the Superintendent, consistent with School Committee policies and rules.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent.

Cross Reference: IJNDB-R – Student Computer and Internet Use Rules
GCSA – Employee Computer and Internet Use
EGAD – Copyright Compliance

Legal Reference: 47 USC § 254(h)(5) (Children’s Internet Protection Act)
P.L. No. 110-385 (Protecting Children in the 21st Century Act)

Adopted: March 4, 1997

Revised: October 19, 2004; February 19, 2013

CODE: IJNDB-R

STUDENT COMPUTER AND INTERNET USE RULES

All students are responsible for their actions and activities involving Kittery School Department computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided laptops, and all school-provided tablets, wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

A. Acceptable Use

1. The school unit's computers, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.
2. Students must comply with all School Committee policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the Kittery School Department computers.

B. Prohibited Uses

Unacceptable uses of school unit computers 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/cyberbullying and/or illegal materials or messages.
2. **Illegal Activities** – Students may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any School Committee policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.
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; or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students. *See School Committee policy/procedure EGAD – Copyright Compliance.*

4. **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. *See School Committee policy JICDA – Student Code of Conduct.*
5. **Use for Non-School-Related Purposes** – Students may not use the school unit’s computers, network and Internet services for any personal reasons not connected with the educational program or school assignments is prohibited.
6. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords; use other users’ passwords; access or use other users’ accounts; or attempt to circumvent network security systems.
7. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to the school unit’s computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. **Avoiding School Filters** – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters. If a student believes filtering should be less restrictive on a temporary basis for specific, bona fide research purposes he/she should discuss the matter with his/her teacher.
9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** – Students may not access blogs, social networking sites, etc. to which student access is prohibited.

C. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the school unit for any losses, costs or damages incurred as a result of negligence or for violations of School Committee policies/procedures and school rules while the student is using school unit computers, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.

D. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number, photograph or other personal information on the Internet while using a school computer without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. System Security

The security of the school unit's computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

F. Additional Rules for Laptops Issued to Students

1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.
2. Parents are required to attend an initial informational meeting at each building level where student laptops are issued before a laptop will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form.
3. Students and their families are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. Kittery School Department offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents who choose not to purchase insurance should be aware that they are responsible for all costs associated with loss, theft or damage to a laptop issued to their child.
4. If a laptop is lost or stolen, this must be reported to a building administrator immediately. If a laptop is stolen, a report must be made by the parent to the local police and the school principal immediately.
5. The School Committee's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop, may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of School Committee policies/procedures or school rules.
7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student to whom it is assigned and family members to the extent permitted by the MLTI program.
9. All use of school-loaned laptops by all persons must comply with the school's Student Computer Use Policy and Rules.

10. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

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

1. A student who wishes to use a privately-owned computer in school must complete a Student Request to Use Privately-Owned Computer form. The form must be signed by the student, his/her parent, a teacher, the building administrator and 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 meets the school unit's network requirements.
3. Requests 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 school unit's network or staff would be unreasonable.
4. 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.
5. The school unit is not responsible for damage, loss or theft of any privately-owned computer.
6. Students are required to comply with all School Committee policies, administrative procedures and school rules while using privately-owned computers at school.
7. Students have no expectation of privacy in their use of a privately-owned computer while at school. The school unit reserves the right to search a student's privately-owned computer if there is reasonable suspicion that the student has violated School Committee policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
8. Violation of any School Committee policies, administrative procedures or school rules involving a student's privately-owned computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
9. The school unit may confiscate any privately-owned computer 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.

Cross Reference: IJNDB – Student Computer and Internet Use

Adopted: February 5, 2013