

## STUDENT TECHNOLOGY AND INTERNET USE RULES

All students are responsible for their actions and activities involving District's technology, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the District's technology, internet usage, 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 or designee. These rules apply to all school technology wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

### A. Acceptable Use

1. The District's technology, network and Internet services are provided for educational purposes and research consistent with the District'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 the school's technology, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the District's technology.

### B. Prohibited Uses

Unacceptable uses of District technology or the school network 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 and/or illegal materials or messages.
2. Illegal Activities – Students may not use the District's technology, network and Internet services for any illegal activity or in violation of any School Committee policy/procedure or school rules. The District assumes no responsibility for illegal activities of students while using school technology.
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 Collaborative Content Coach – Technology. Unauthorized copying of software is illegal and may subject

the copier to substantial civil and criminal penalties. The District assumes no responsibility for copyright or licensing violations by students.

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 website must be identified (All students shall adhere to the Creative Commons licenses where the author/artists denotes what media may be shared, remixed, or reused).
5. Use for Non-School-Related Purposes – Using the District’s technology, network and Internet services for any personal reasons not connected with the educational programs or school assignments.
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 District’s technology, 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.
9. Unauthorized Access to Blogs/Social Networking Sites, etc. – Students may not access blogs, social networking sites, etc. to which student access is prohibited.
10. Photos & Videos – Students are not to take pictures or videos of staff or students without staff permission. Any student use of cameras at WOCS D should be part of a class or club activity. Unapproved camera use is a violation of this agreement. Violating copyright copying or downloading copyright materials without the owner’s permission is a violation of this agreement.

#### C. Compensation for Losses, Costs and/or Damages

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

#### D. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personally identifiable information on the Internet while using a school technology 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 District's technology, 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 Technology Issued to Students

1. Technology devices are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the programs like MLTI.
2. Parents are required to attend an informational meeting before a device will be issued to their child. Both the student and his/her parent must sign the school's acknowledgement form.
3. Students and their families are responsible for the proper care of technology devices at all times, whether on or off school property, including costs associated with repairing or replacing the technology. Wells-Ogunquit CSD offers a take home fee program for parents to cover replacement costs and/or repair costs for damages not covered by the device warranty. Parents who choose not to pay a take home fee should be aware that they are responsible for any costs associated with loss, theft or damage to a device issued to their child.
4. If a technology device is lost or stolen, this must be reported to the building administrator immediately. If the technology device is stolen, a report should be made to the local police and building administrator immediately.
5. The School Committee's policy and rules concerning technology and Internet use apply to use of the technology at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of technology issued by school staff.
6. Violation of policies or rules governing the use of technology, or any careless use of the technology may result in a student's device being confiscated and/or a student only being allowed to use the technology 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 technology and Internet access when in use at home.
8. The technology device may only be used by the student to whom it is assigned and family members to the extent permitted by programs like MLTI.
9. All use of school-loaned technology by all persons must comply with the school's Student Technology Use Policy and Rules.
10. Technology devices 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 Technology by Students

1. A student who wishes to use a privately-owned technology in school must complete a Student Request to Use Privately-Owned Technology form. The form must be signed by the student, his/her parent/guardian, and the Collaborative Content Coach – Technology/designee. There must be an educational basis for any request.
2. The Collaborative Content Coach – Technology will determine whether a student's privately-owned technology meets the District'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 District's network or staff would be unreasonable.
4. The student is responsible for proper care of his/her privately-owned technology, including any costs of repair, replacement or any modifications needed to use the technology at school.
5. The District is not responsible for damage, loss or theft of any privately-owned technology.
6. Students are required to comply with all School Committee policies, administrative procedures and school rules while using privately-owned technology at school.
7. Students have no expectation of privacy in their use of a privately-owned technology while at school. The District reserves the right to search a student's privately-owned technology 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 technology.

8. Violation of any School Committee policies, administrative procedures or school rules involving a student's privately-owned technology may result in the revocation of the privilege of using the technology at school and/or disciplinary action.
9. The District may confiscate any privately-owned technology used by a student in school without authorization as required by these rules. The contents of the technology may be searched in accordance with applicable laws and policies.

Cross Reference: IJNDB – Student Technology and Internet Use

Approved by Superintendent Richard A. Abramson: 01/05/00  
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