STUDENT COMPUTER AND INTERNET USE RULES

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. These rules implement Board policy IJNDB – Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Board policy IJNDB and these rules may result in loss of computer and Internet access privileges/disciplinary action/ legal action.

Computer Use is a Privilege, Not a Right
Student use of the school unit's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary/legal action. Students, parents/guardians, 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 and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed. The Building Administrator shall have the final authority to decide whether a student's privileges will be denied or revoked.

Acceptable Use
Student access to the school unit's computers, networks and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.

Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.

Students also must comply with all specific instructions from the teacher(s) or other supervising staff member(s)/volunteer(s) when accessing the school unit's computers, networks and Internet services.

Prohibited Use
Students are responsible for their 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:
1. **Accessing Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display materials that are 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 school unit's computers, networks and Internet services for any illegal activity or in violation of any Board policy/procedure or

school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.

3. **Violating Copyrights** – Students may not copy, share or download 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 Board policy 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;

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.

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, networks 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.

No Expectation of Privacy

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

Compensation for Losses/ Costs/Damages

Student and their parent(s)/guardian(s) are responsible for compensating the school unit for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while students are 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 students while using school unit computers.

Student Security

Students are not allowed to reveal their full names, addresses, telephone numbers, social security numbers or other personal information on the Internet while using a school computer without prior permission from a teacher.   Students should never 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.

System Security

The security of the school unit's computers, networks and Internet services is a high priority. Students who identify a security problem must notify a teacher or a building administrator immediately. Students shall not demonstrate the problem to others or access unauthorized material.

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/guardians are required to attend an informational meeting before a laptop will be issued to their child. Students and parent(s)/guardian(s) 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. The school unit offers an insurance program for parents/guardians to cover replacement costs and/or repair costs for damages not covered by the laptop warranty.
4. If a laptop is lost or stolen, the building administrator should be notified immediately. If a laptop is stolen, a report should be made to the local police and superintendent immediately.
5. The Board'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 Board policies/procedures or school rules.
7. Parents/guardians 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.

Cross Reference: IJNDB – Student Computer and Internet Use

DATE ADOPTED: June 24, 2010