

**RSU 26**  
**Computer Acceptable Use Policy**  
**2018 – 2019**

**Administration**

**Meredith Higgins (Superintendent - RSU 26)**

**Reg Ruhlin (Principal - Orono High School)**

**Heath Kennie (Principal - Orono Middle School)**

**Sam Runco (Dean of Students - Orono High School)**

**Darren Ackerman (Principal - Asa Adams Elementary School)**

**Technology Director**

**Sean Malone - RSU 26**

**A: Introduction**

The school unit provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students. The Board 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. This includes the use, permission and protection of RSU 26 in the application of GAFE (Google Apps for Education), social media and compliance with GDPR (General Data Protection Regulation).

Student use of school computers, networks and Internet services is a privilege not a right. Students are required to comply with policy and the accompanying rules. Students in violation may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All school unit computers remain under the control, supervision, and ownership of the school unit. The school unit reserves the right to monitor all student computer and Internet activity. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the Internet, the school unit cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of Board policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before students in grades 6-12 are allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Use Acknowledgment annually. The signed acknowledgment will be retained by the school. Devices for grades K-5 will remain within the building and students will review a Computer and Internet User Guidelines document with their homeroom teacher.

The Superintendent shall be responsible for overseeing the implementation of policy and the accompanying rules and for advising the Board 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

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management and operations of the school unit's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building administration and others as he/she deems appropriate.

**B: For Your Information:**

- The Apple Macbook Air (or equivalent) and accessories that students are being issued/supplied with are the property of the State of Maine, registered to RSU 26 and then supplied to you the student. The computer is only to be used for appropriate purposes as defined within this policy and all other school guidelines.
- Laptop devices are issued to grades 6-12 for school and take home purposes if the take home acknowledgement form has been completed. They are assigned to the student and his/her family and must be returned at the discretion of the Technology Director if so directed.
- Laptop devices for grades K-5 will remain in the classrooms and/or laptop carts and be under direct supervision of the classroom teacher.
- Teachers, school administrators, Ed Techs, and the technology director may inspect a student's laptop at any time. This inspection may include, but not be limited to, checking logs of past activity. Students may not clear items from the history.
- Students in grades 6-12 and their parents/guardians will need to submit a signed copy of this acceptable use policy before being given their device.
- Students in grades 6-12, and their parents/guardians, will need to submit a signed receipt form acknowledging that they have signed out a laptop device, charger, and case. This signature will confirm that all items are in good working order and replacement or repair of any item, not under warranty, will be at the student's expense.
- Any inappropriate use of your laptop may result in various consequences (in consultation with administration and the Technology Director) This may range will be determined in section G of this document. Severe or repeated incidents may result in the laptop downgrade

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**C: Computer and Internet Use Rules:**

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 policies and these rules may result in 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 the school unit's computers, networks, Internet and other services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The building school administration shall have final authority to decide whether a student's privileges will be denied or revoked.

B. **Acceptable Use:** Student access to the school unit's computers, networks, Internet and other services are provided for educational purposes consistent with the school unit'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 member/volunteer when accessing the school unit's computers, networks, Internet and other services. Students' use of computers and resources is provided for educational purposes.

C. **Prohibited Use:** The user is responsible for his/her actions and activities involving school unit computers, networks, Internet and other 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, illegal activities, violating copyrights, plagiarism, copying software, misuse of passwords/unauthorized access malicious use/vandalism, inappropriate use of social media, altering or bypassing device configurations, networks, and or filters. The user should not use school technology to violate any school policy.

D. **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 computers, Internet, networks and other activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

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**E. 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 or damages incurred by the school unit related to violations of policy and/or these rules, including investigation of violations.

**F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use:** The school unit 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 a supervising teacher. Students will not post pictures, either their own or pictures of others, without proper permission. 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 uncomfortable in any way.

**H. System Security:** The security of the school unit's computers, networks, Internet and other services is a high priority. Any user who identifies a security problem must notify an administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

**I. Parental Permission Required:** Students in grades 6-12 and their parent/guardian are required to sign and return the Computer/Internet Use Acknowledgment Form before being allowed to use school computers. Students in grades K-5 will have direct staff supervision.

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**D: Care of the laptop:**

- Keep all food and drinks away from your laptop.
- Once the laptop is issued to the student and his/her family, the student is responsible for it at all times. **Do not give your laptop to another student to use unless instructed by a staff member.**
- Do not physically mark up the laptop or its storage case (no writing on, stickers, etc.).
- Your laptop must be in the student's possession or locked in a secure location at all times. **Do not leave laptop or accessories in school lockers, the hallway, or gym overnight.**
- The laptop should never be left unattended.
- When transporting the laptop make sure it is secured in the case at all times.
- Keep the laptop clean by using a dry soft, non-abrasive cloth on the screen and keyboard.
- Do not download unauthorized software without first getting authorization from designated RSU 26 IT staff.
- Do not use laptop for long term storage of personal material such as photos and videos.
- When transporting the laptop and not in the carrying case, ensure that the device is closed and not picked up or moved via the screen.
- It is the user's sole responsibility to ensure that all data is backed up from the device in case the laptop becomes inoperable for any reason.

**E: Replacement Cost Information**

Accidental repairs will be assessed the \$60 repair deductible fee and the remaining cost will be covered by the school district. The building school administration shall have final authority to determine the cause of the incident and if it was accidental or negligence in nature.

In the event that the laptop or accessory item is lost or damaged as a result of user negligence or failure to follow district policies and these laptop guidelines, the following sample costs will be the user's financial responsibility. The stated costs below are just averages and may not be specific to every situation. The building school administration shall have final authority to determine compensation.

**Macbook Airs**

Carrying Case (Replacement)	\$20
Power Adapter (Lost)	\$79
Case Damage (Drops)	\$443
Screen Damage	\$309
Liquid Damage	\$557
Computer (Replacement)	\$699

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Families who find these fees a financial burden can apply for a partial or total fee waiver. Application forms can be picked up at each school's main office. Repairs to MLTI devices damaged intentionally or maliciously may still be billed at their full amount per the discretion of the school administration.

**F: MLTI Laptop Take Home Fee (Grades 6-12 Only):**

In response to the mounting costs associated with out-of-warranty repairs on Maine Learning Technology Initiative (MLTI) devices, the RSU 26 Board of Directors voted to enact a laptop take-home fee for all devices in the MLTI program. This non-refundable fee is not an insurance policy, but rather a contingency fund to cover accidental damage to MLTI devices that is not covered under warranty. Any student wishing to take their assigned MLTI device home during the school year will first need to sign the take home agreement form attached and also pay this fee.

The structure of the Take-Home Fee is as follows:

- The Take-Home Fee is \$40 per student.
  
- If there are multiple participating students in an immediate family, the Take-Home Fee for each additional student above the first is \$20.

Families who find this fee a financial burden can apply for a partial or total fee waiver. Application forms can be picked up at each school's main office.

**G: Laptop Negligence:**

In the event that the laptop computer or accessory items are lost or damaged as a result of student negligence or failure to follow the laptop guidelines, the administration and technology director hold the discretion for consequences.

During the circumstance when a student must have a device to complete school work. A temporary machine can be given as a loaner, however, this device must be returned to the MLTI room on a daily basis.

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**PARENT/STUDENT**  
**Computer / Internet Use Acknowledgement Form**  
**(Grades 6-12 Only)**

This is to certify that we have received, read, and agree to comply with the RSU 26 Computer Acceptable Use Policy, procedures, and replacement cost information regarding the use of laptop computers.

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.

Name of Student (please print) \_\_\_\_\_

Grade Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Laptop Take-Home Fee Agreement**  
**(Grades 6-12 Only)**

Student Name (Print): \_\_\_\_\_

**Please check which option you choose for your participation in the MLTI Laptop Take Home Agreement**

1. \_\_\_\_\_ I would like to participate in the school district take home agreement. I understand that I am responsible for a \$40.00 take home fee per student, with the exception of multiple students participating in an immediate family, the take home fee for each additional student above the first is \$20.00. I also acknowledge the repair costs and fees outlined in section E, for each incident of damage caused by negligence.
  
2. \_\_\_\_\_ I would not like to participate in the school district take home agreement. I understand that this means that the student will not be allowed to take the device off school grounds.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_