

## **STUDENT COMPUTER AND INTERNET USE**

The Lewiston School Department 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.

Student use of school computers, networks, and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules (IJNDB-R). 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.

All Lewiston School Department computers remain under the control, custody, and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. 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 Lewiston School Department cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of School Committee 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 a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgment (IJNDB-E). The signed acknowledgment will be retained by the school.

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 Board's policy/rules. The Superintendent may delegate specific responsibilities to building administrators and others as he/she deems appropriate.

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

Adopted: June 7, 2000

LEWISTON SCHOOL DEPARTMENT

## **STUDENT COMPUTER AND INTERNET USE RULES**

These rules implement School Committee 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 School Committee policy IJNDB 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, 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 and/or legal action.

The building administrator 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, and Internet services are provided for educational purposes and research 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, and Internet services.

### **C. Prohibited Use**

The user is responsible for his/her actions and activities involving school unit computers, network, 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** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. **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;

3. **Violating Copyrights** – Copying or downloading copyrighted materials without the owner’s permission;
4. **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;
5. **Copying Software** – Copying or downloading software without the express authorization of the system administrator;
6. **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 purposes, or for any other personal use;
7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users’ passwords without permission and/or accessing other users’ accounts;
8. **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; and
9. **Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

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

**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 IJNDB 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 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, and Internet services is a high priority. Any user who identifies a security problem must notify the system 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 and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgment Form (IJNDB-E) before being allowed to use school computers.

Cross Reference: IJNDB – Student Computer and Internet Use

6/00

### 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 the Student Computer/Internet Use policy (IJNDB) and Student Computer/Internet Use Rules (IJNDB-R) and agree to comply with them. I further understand that violation of the policy and/or rules may result in the revocation of computer privileges and may also be subject to further disciplinary and/or legal action.

Signature of Student	Date
Legibly Printed Name of Student	School

**Parent/Guardian (for K-12 students):**

I have read the Student Computer/Internet Use policy (IJNDB) and Student Computer/Internet Use Rules (IJNDB-R). I understand that my son/daughter's use of school computers is subject to compliance with these rules. I further understand that violation of the policy and/or rules may result in the revocation of computer privileges and may also be subject to further disciplinary and/or legal action.

Signature of Parent/Guardian	Date
Printed Name of Parent/Guardian	

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**High School and Adult Education Students only:**

Additional Information Needed for LewNet (Email) Registration:

School: LHS

LRTC  Sending School: \_\_\_\_\_

Lewiston Adult Education

Home phone: \_\_\_\_\_

• For Office Use Only	• For Office Use Only	• For Office Use Only	• For Office Use Only •
Date received _____	Date email account created _____	By (initials) _____	
Welcome letter needed <input type="checkbox"/>	Date Welcome letter sent _____	Automatic acct delete date _____	

Approved by Superintendent, November 2000