

STUDENT COMPUTER AND INTERNET USE AND INTERNET SAFETY

Lewiston Public Schools' computers, network, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether they are used at school or off school premises.

Compliance with Lewiston Public Schools' policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student's computer privileges will be altered. The building principal's decision shall be final.

Violations of this policy and Lewiston Public Schools' computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

Lewiston Public Schools' computers remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

INTERNET SAFETY

Lewiston Public Schools uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although Lewiston Public Schools take precautions to supervise and monitor student use of the Internet, parents should be aware that Lewiston Public Schools cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of School Committee policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student Internet safety, Lewiston Public Schools also educate students about online behavior, including interacting with other people on social networking sites and in chat rooms, the dangers of engaging in "hacking" and other unlawful online activities, and issues surrounding "sexting" and cyberbullying awareness and response.

The Superintendent /designee shall be responsible for integrating age-appropriate Internet safety training and “digital citizenship” into the curriculum and for documentation of Internet safety training.

IMPLEMENTATION OF POLICY AND “ACCEPTABLE USE” RULES

The Superintendent/designee shall be responsible for implementation of this policy and the accompanying “acceptable use” rules. Superintendent/designee may implement additional administrative procedures or school rules consistent with School Committee policy to govern Internet access and the day-to-day management, security and operations of the school unit’s computer and network systems and to prevent the unauthorized disclosure, use and dissemination of personal information regarding minors.

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

Legal Reference: 20 USC § 677 (Enhancing Education through Technology Act)
47 USC § 254(h)(5) (Children’s Internet Protection Act)
47 CFR § 54.52 (Children’s Internet Protection Act Certifications)
Federal Communications Commission Order and Report 11-125,
(August 10, 2011)

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

Adopted: June 7, 2000
Revised: March 24, 2003
Revised: August 28, 2006
Revised: August 20, 2012
Reviewed: September 10, 2012

LMS (Lewiston Middle School) COMPUTER HOME USE PROCEDURE

A computer is being provided to your child as an integral and inseparable part of the instructional process. The intent of this effort is to provide student access to this technology at home as well as at school. In order for this to happen, the following guidelines have been developed and adopted by the School Committee:

Guidelines:

1. In order to bring a computer home, parents and students must attend an initial Family Laptop Orientation meeting offered by the school. In subsequent years, parents and students will not be required to attend another computer orientation meeting, but must annually sign the Computer Home Use Procedure Agreement.
2. It is the responsibility of the student and parent(s) to know and follow the LMS Computer Home Use guidelines. Guidelines are reviewed when students receive the computer and when parents attend the mandatory orientation session.
3. The Student Technology and Internet Use Rules (IJNDB-R attached) applies to home use of computers. However, the school does not provide Internet access for home use nor does its filtering software work in the home environment.
4. The computer issued to each student is an educational tool and should only be used in that capacity. Students should have no expectations of privacy in their use of the computer.
5. When a student brings a computer home, it is with the expectation that it will be used in a common family location so that adult supervision can be maintained. Parents/guardians have the right to their child's login password in order to maintain supervision of the student's computer usage at home.
6. Replacement and/or repair costs for lost, stolen or damaged computers, carrying cases, and/or chargers that are not covered by the warranty are the sole responsibility of the undersigned parent/guardian.
7. If a computer is stolen while signed out by a student, it must be reported immediately to the Lewiston Police Department and then to school administration.

8. Parents should check with their insurance providers about the cost of special endorsements to cover expenses not covered by the warranty.
9. Computers must not be taken out of state.
10. Students must sign out their laptops, carrying case, and charger on a daily basis. Sign out will take place during normal school hours following the procedures determined by the LMS administrators. Special arrangements (parent or guardian sign out and pick up) must be made in advance for those students participating in extracurricular activities such as sports, drama, intramurals, etc.
Laptops are not to be taken into locker rooms, playing fields, practice or rehearsal areas, etc. Laptops shall be returned on the next scheduled school day.
11. Parents will be contacted promptly if a student returns to school without the computer. The parent will be expected to immediately bring the computer to school.
12. In the event that a computer has not been returned within twenty-four hours of an expected return, the Lewiston Middle School may contact the Lewiston Police Department to investigate.
13. Failure to comply with this policy and/or other policies and guidelines related to computer use will result in a student's computer sign-out privilege being revoked.

I have attended the Family Laptop Orientation meeting. I have also read and hereby agree to the procedures and expectations outlined above and in Policy IJNDB, IJNDB-R and IJNDB-E

Printed Student Name: _____

Student Signature: _____ Date: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Cross Reference: IJNDB – Student Computer and Internet Use
INJDB-R – Computer Use and Internet Rules
INJDB-E – Lewiston Middle School Computer Home Use
procedure

Adopted: May 21, 2007
Reviewed: September 10, 2012

STUDENT TECHNOLOGY AND INTERNET USE RULES

These rules accompany School Committee policy IJNDB (Student Technology and Internet Use). Each student is responsible for his/her actions and activities involving school department computers and other technological devices, networks, and Internet services, and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of the school department's technology and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Superintendent's office.

A. Consequences for Violation of Technology Use Policy and Rules

Student use of school department computers and other technological devices, networks, and Internet services is a privilege, not a right. Compliance with the school department's policies and rules concerning technology use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action.

The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other pertinent factors.

B. Acceptable Use

The school department's computers and other technological devices, networks, and Internet services are provided for educational purposes and research consistent with the school department's educational mission, curriculum, and instructional goals.

All School Committee policies, school rules, and expectations concerning student conduct and communications apply when students are using the school department's technology or any technology inside a school building.

Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using technology.

C. Prohibited Uses

Examples of unacceptable uses of school department technology that are expressly prohibited include, but are not limited to, the following:

1. **Accessing Inappropriate Materials**—Creating, accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal materials.
2. **Illegal Activities**—Using the school department’s computers or other technological devices, networks, or Internet services for any illegal activity or in violation of any School Committee policy or school rule. The school department assumes no responsibility for illegal activities of students while using technology.
3. **Violating Copyrights**—Copying, downloading, or sharing any type of copyrighted materials (including music or movies) without the owner’s permission. The school department assumes no responsibility for copyright violations by students.
4. **Software**—Copying, downloading, or installing software without the express authorization of technology staff. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school department assumes no responsibility for illegal software copying or installation by students.
5. **Plagiarism**—Representing as one’s own work any materials obtained on the Internet or from digital books and references (such as term papers, articles, music, etc.) When Internet or other digital resources are used in student work, they must be fully cited.
6. **Non-School Related Uses**—Using the school department’s computers or other technological devices, networks, or Internet services for non-school-related purposes such as private financial gain; commercial, advertising, or solicitation purposes; or any other personal use not connected with the educational program or assignments.
7. **Misuse of Passwords/Unauthorized Access**—Sharing passwords, using other users’ passwords, or accessing or using other users’ accounts.

8. **Malicious Use/Vandalism**—Any malicious use, disruption, or harm to the school department’s computers or other technological devices, networks, or Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. **Unauthorized Access to Blogs/Chat Rooms**—Accessing chat rooms, blogs, or news groups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

Lewiston Public Schools technology remains under the control, custody, and supervision of the school department at all times. Students have no expectation of privacy in their use of any school technology or any technology used on school grounds, including email, stored files, and Internet access logs.

E. Compensation for Losses, Costs, and/or Damages

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

F. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number, or other personal information on the Internet 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.

G. System Security

The security of the school department’s computers and other technological devices, networks, and Internet services is a high priority. Any student who identifies a security problem must notify a teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her technology privileges limited, suspended, or revoked.

H. Additional Rules for Laptops or Other Technological Devices Issued to Students

1. Laptops and other technological devices are loaned to students as educational tools and are only authorized for use in completing school assignments.
2. Students are responsible for the proper care of laptops or other technological devices assigned to them at all times, whether on or off school property.
3. If a laptop or other technological device is lost or stolen, this must be reported to the building principal immediately.
4. The School Committee's policy and rules concerning technology and Internet use apply to the use of school department laptops and other technological devices at all times and places, on or off school property. Students are responsible for obeying any additional rules concerning care of technology issued by school staff.
5. Violation of policies or rules governing the use of technology, or any careless use of a laptop or other technological device may result in the device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. **Parents should be aware that they are responsible for any costs associated with repairing or replacing a laptop or other technological device issued to their child that is intentionally or carelessly damaged.** The student will also be subject to disciplinary action for any violations of School Committee policies or school rules.
6. Parents are responsible for supervising their child's use of school department technology and the Internet when in use at home.
7. The laptop or other technological device may only be used by the student to whom it is assigned.
8. Laptops and other technological devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

I. Additional Rules for Laptops or Other Technological Devices Brought to School by Students

1. A student must have the express permission of the supervising teacher before using a computer or other technological device he/she has brought to school.

2. Before connecting to any school department network, a student-owned device must be checked for viruses and/or other compatibility by a representative of the technology office.
3. Any computer or other device that will be connected to a school department network must be free of viruses and must be running a current version of virus detection software. The device must be configured in a way that is compatible with school department policies and rules.
4. The School Committee's policy and rules concerning technology and Internet use apply to the use of personally-owned technological devices used on school grounds or during school activities. Students are responsible for obeying any additional rules concerning use of these devices issued by school staff.
5. Violation of policies or rules governing the use of technology may result in the device being confiscated or in the device being banned from school. The device may be held for the student until the end of the day, or until a parent can retrieve it. The student will also be subject to disciplinary action for any violations of School Committee policies or school rules.
6. Lewiston Public Schools assume no responsibility for the functioning or use of personally-owned technological devices on school grounds or at school activities.

Cross Reference: IJNDB—Student Technology and Internet Use

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August 28, 2006
September 10, 2012