

# Helen S. Dunn School

## Computer/Internet Access

### Acceptable Use Acknowledgement Form

Student \_\_\_\_\_

These rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required and prohibited activities by users. Failure to comply with these rules may result in loss of computer and Internet privileges, disciplinary, and/or legal action.

#### **Computer Use is a Privilege, Not a Right**

Student use of the school'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 principal shall have the final authority to decide whether a student's privileges will be denied or revoked.

#### **Acceptable Use Policy**

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

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's computers, networks, and Internet services.

**Maine Learning Technology Initiative (MLTI) computers are considered school computers!**

#### **Prohibited Use**

The user is responsible for their actions and activities involving school computers, networks, and Internet services, and for their computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited and the consequences 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. **Consequence:** Loss of laptop. Only accessed in classroom with teacher supervision. Subject to parent meeting, detention and/or suspension.
2. Illegal Activities-Using school's computers, networks, and Internet services for any illegal activity, or activity that violates other school policies, procedures and/or rules. **Consequence:** Subject to detention or suspension depending on severity, as well as loss of computer use.
3. Violating Copyrights-Copying or downloading copyrighted materials without the owner's permission. **Consequence:** Loss of computer use. If illegal, subject to detention or suspension. Parent notification and meeting before return of laptop.
4. Plagiarism-Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When used in student work, Internet sources must be cited by the author, publisher, and website address; Copying Software-Copying or downloading software without the express authorization of the system administrator. **Consequence:** Grade=0, may redo with max grade of 70.
5. Non-School Related Uses-Using the school's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising, or solicitation purposes, and for any other personal use. **Consequence:** Loss of computer.
6. Misuse of Password/Unauthorized Access-Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts. **Consequence:** Loss of computer.
7. Malicious Use/Vandalism-Any malicious use, disruption or harm to the school's computers, networks, and Internet services, including, but not limited to, hacking activities and creation/uploading of computer viruses. **Consequence:** Loss of computer access for remaining of year. Suspension, parent meeting and restitution.
8. Unauthorized Access to Chat Rooms/News Groups/E-Mail-Accessing chat rooms, news groups, or email without specific authorization from the supervising teacher. **Consequence:** Loss of computer use.

#### **No Expectation of Privacy**

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

#### **Compensation for Losses, Costs, and/or Damages**

The student and/or student's parent/guardian shall be responsible for compensating the school unit for any losses, costs, or damages incurred by the school related to violations of this policy and/or these rules, including investigations of violations. The parent/guardian assumes responsibility for any damages to the device.

**The School Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

The school 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.

**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.

**System Security**

The security of the school's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the building principal immediately.

**Care and Use of MacBook Agreement  
For 7<sup>th</sup> and 8<sup>th</sup> Grade Students**

1. The laptop is to be used only by the student to whom it is issued.
2. Any inappropriate use or neglectful treatment of a MacBook or its carrying case observed by anyone should be reported immediately.
3. Computers are assigned and registered in an online database to individual students; therefore, students should not swap computers or share their password.
4. The MLTI MacBooks come with an automatic backup utility that will continually back up all items in the documents folder.
5. The MacBook and storage case must not be marked up, and the computer should be clean at all times. The condition of laptops will be checked regularly.
6. Please use the MacBook on a flat stable surface. If it falls, it may break.
7. Be patient. Sometimes computers require time to do their job.
8. When attaching or detaching the power adaptor to the charging port, be careful to not damage the connector or machine.
9. Do not stack or place any objects on top of the MacBook as this may damage the computer.
10. Students are responsible for reporting any behavior of other students that could potentially damage the laptops.

**Parental Acknowledgment Required**

Student and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgment Form before being allowed to use any school computers.

I HAVE READ, UNDERSTAND AND AGREE TO FOLLOW THE ABOVE GUIDELINES

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date