

## **STUDENT 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 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 principal 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, 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** – 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 Board 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 Website 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;
9. **Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms or news groups without specific authorization from the supervising teacher.
10. **Distribution of chain letters.**

**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. Additional Rules for Laptops Issued to Students**

1. Laptops are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. Parents are required to attend an informational meeting before a laptop is allowed to go home with their child.
3. Students are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with preparing or replacing the laptop. Parents should be aware that they are responsible for any costs associated with loss, theft or damage to a laptop issued to their child.
4. If a laptop is lost or stolen, this must be reported to the principal immediately. If a laptop is stolen, a report should be made to the local police and principal 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 or school rules.
7. Parents 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.

9. 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

Adopted: July 3, 1996

Revised: January 7, 1998; September 19, 2001; November 2, 2005