

COMPUTER USER INFORMATION

2018-19 School Year

Dear Parent/Guardian:

With your permission, your child will have privileged access to the school's computers. This access will be to multimedia computer information as well as to the Internet. Access will also allow web page access to other schools, colleges and organizations around the world. Using the Internet will give your student the opportunity to expand his/her academic learning, to find information, to learn new concepts, and to complete research assignments.

With this educational opportunity also comes **personal responsibility**. It is important that you and your child read the enclosed Access Release form as well as the acceptable use policy and discuss them thoroughly.

When your learner is given permission to use a school computer, it is extremely important that all rules be followed. Failure to follow these rules may result in the loss of the privilege to use this important educational tool and will be subject to disciplinary action.

We are continuing our transition to becoming a fully functional Google Apps for Education District. Google Apps for Education is a cloud computing application that provides students and staff with access to a powerful suite of educational applications and document storage capacity that can be accessed via any internet capable computer, tablet, or smart-phone device. We are assigning all students in Grades 6-12 with a Google account. We ask that you please stress with your child the importance of using only his or her assigned account and not sharing their account with other students. Under NO circumstances should students let anyone else have access to their password.

Although we have established acceptable use policies and are employing access-limiting filtering devices on the local network, please be aware that there may be unacceptable material or communications on the Internet that could be accessed by your child. Despite the use of a filter, the school cannot control all information available on other computer systems beyond the school. Student computer and internet use is governed by District policy and accompanying rules. Copies may be obtained at your child's school office.

After you and the student have read and discussed the enclosed materials, and if you agree to allow your child to use the school's Internet access computers, please sign the authorization form and return it to the school.

We hope that your child will recognize the potential benefits from use of the technology to broaden his/her learning opportunities and the responsibilities accompanying this granted use.

Sincerely,
Rhonda Sperrey
Superintendent of Schools

RS/lb

How Can Information Be Controlled Through the Internet?

The Internet is not owned or operated by any one individual, government or group. It is largely unregulated. Most users may expect common principles of decency and good sense, but there are no guarantees. There are pictures and information on the Internet that may not be appropriate in an educational setting. To help insure that our students do not have access to these materials, we have taken some measures to limit access to some of the known potential sites of the Internet where these undesirable materials are located. In addition, we are requiring users and their parents/guardians to read and sign a statement of personal responsibility before they are allowed to use the computers and/or the Internet at school. We will continually monitor computer use and reserve the right to revoke the privilege of anyone who is found in violation of the signed agreement or school policy. The Gateway Server to the Internet does use a filtering program.

Use of computers is intended for educational purposes. Recreational use for games or Internet chats are inappropriate uses of District computer resources and are not allowed.

What are the Benefits of Using the Internet in Educational Settings?

We are continuing to discover a variety of educational uses of the Internet. The Internet is one of the preferred research tools in school libraries and classrooms. The Internet makes it possible for schools to develop joint projects and share information. It helps teachers and students to communicate with each other as well as share ideas and data. It makes it possible for students to watch history in the making as students can go to scientific and government sites on the Internet to read and view the latest information. Use of the Internet can assist students in developing computer use skills demanded in a modern age job market. The Internet brings geographically isolated students closer to the great centers of art, education and commerce without actually having to go there.

Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not be abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. These illegal activities are strictly forbidden. Do not reveal your personal information (i.e., phone number, address, birth date) or information of others (students, teachers). Note that nothing on a computer is guaranteed to be private, especially e-mail. People who operate the system will have access to all programs and files. Messages relating to or in support of illegal activities will be reported to the authorities.
3. Do not use the network in such a way that you would disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be private property.
4. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network. Therefore, any messages that you write should not contain

profanity, obscene comments, sexually explicit material, and expressions of bigotry or hate.

5. RSU/MSAD No. 64 system administrators will make determinations on whether specific uses of our computers are consistent with the District's acceptable use practice. The school system will use programs designed to filter out inappropriate information and deny access to web sites that are known to be a source of inappropriate materials.

Security

1. When using the Internet, DO NOT reveal personal information such as your address or phone number and NEVER send anyone your picture. Be cautious.
2. Electronic mail is not guaranteed to be private. People who operate the system do have access to ALL mail. Messages relating to or in support of illegal activities will be reported to the authorities.
3. Never give out your password if one is assigned.
4. Do not access or attempt to access anyone else's Internet or electronic mail account.
5. If you receive messages that are mean or make you uncomfortable in any way, do not respond to them. Print them and report them to your teacher, librarian, or building administrator immediately.

RSU/MSAD No. 64 Acceptable Use Policy

Use of the computer is a privilege, not a right, which may be revoked at any time for abusive conduct. Based on acceptable use guidelines outlined in this document, District administrators will judge when use is inappropriate and their decision will be final. Any user identified as a security risk or having a history of problems with this or other computer systems may be denied access to the school's computers and further disciplinary action may result.

Unacceptable uses of school unit computers include, but are not limited to, the following:

- Accessing or communicating inappropriate materials - Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
- Providing personal information, such as name, address, telephone number, e-mail address, or pictures of yourself or others.
- Illegal activities - Students may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.
- Providing your password to others.
- Intentionally wasting limited resources.
- Violating copyrights or software licenses - Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Coordinator.

- Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.
- Plagiarism - Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
- Use for non-school-related purposes - Using the school unit's computers, network and Internet services for any personal reasons not connected with the educational program or school assignments.
- Misuse of passwords/unauthorized access - Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
- Malicious use/vandalism - Students may not engage in any malicious use, disruption or harm to the school unit's computers, network and Internet services, including but not limited to hacking activities, installing, erasing, or modifying software, and creation/uploading of computer viruses.
- Avoiding school filters - Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
- Unauthorized access to blogs/social networking sites, etc. - Students may not access blogs/social networking or other similar sites without authorization of administration.

Every user has conditional permission:

- To use the Internet for educational purposes including information gathering and communication.
- To request educational information via news groups from the Internet in order to facilitate learning (with teacher's/librarian's permission).
- To use their own devices and accessories as long as they are in good working order and are checked daily for viruses or damages.

(Remainder of this page intentionally left blank)

RSU/MSAD NO. 64 COMPUTER USE AGREEMENT

STUDENT:

I have read the acceptable use policy and accompanying computer use information. I understand that network access is intended for only educational purposes. I also recognize that I have a responsibility to abide by the use rules and network etiquette.

I understand that my privilege to use the District's computers may be revoked if I do not abide by the use policy and further disciplinary consequences may result.

Signature of Student _____

Grade _____

Date _____

PARENT/GUARDIAN:

I have read the acceptable use policy and accompanying computer use information. I understand that the network access is intended for only educational purposes. I also recognize that although RSU/MSAD No. 64 officials are attempting to limit access to known appropriate sites and materials, my child has a responsibility not to visit inappropriate sites and secure improper materials. I understand that RSU/MSAD No. 64 cannot be responsible for all materials that my child may view on the Internet.

I give my child permission to go online at school and I certify that I have discussed the use policy with my child.

Signature of Parent _____ Date _____