

STUDENT COMPUTER AND INTERNET USE RULES

All students are responsible for their actions and activities involving Portland Public Schools' computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the district's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents/legal guardians and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

A. Acceptable Use

1. The Portland Public Schools' computers, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.
2. Students must comply with all Committee policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the Portland Public Schools' computers.

B. Prohibited Uses

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

1. **Accessing or Communicating Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexual in nature, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. **Illegal Activities** – Students may not use the Portland Public Schools' computers, network and Internet services for any illegal activity or in violation of any Committee policy/procedure or school rules. The Portland Public Schools assume no responsibility for illegal activities of students while using school computers.
3. **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 district

assumes no responsibility for copyright or licensing violations by students. *See Committee Policy EGAD – Copyright Compliance.*

4. **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. *See Committee Policy JICD – Academic Honesty.*
5. **Use for Non-School-Related Purposes** - Using Portland Public Schools’ computers, network and Internet services for any personal reasons not connected with the educational program or school assignments.
6. **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.
7. **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 and creation/uploading of computer viruses.
8. **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.
9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** – **Note: Check on PPS requirements -- if such use is allowed, should modify Paragraph #9 to reflect local requirements.** Students may not access blogs, social networking sites, etc. to which student access is prohibited.

C. **Compensation for Losses, Costs and/or Damages**

The student and his/her parents/legal guardians are responsible for compensating the Portland Public Schools for any losses, costs or damages incurred for violations of Committee policies/procures and school rules while the student is using school unit computers, including the cost of investigating such violations. The Portland Public Schools assume no responsibility for any unauthorized charges or costs incurred by a student while using district computers.

D. **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 while using a school computer. 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.

E. System Security

The security of Portland Public Schools' computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

F. Additional Rules for Laptops Issued to Students

1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff.
2. Parents/legal guardians are required to attend an informational meeting before a laptop will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form.
3. Students and their families are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. The Portland Public Schools offer a protection program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. **Parents/legal guardians who choose not to purchase the protection program 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 school administrator immediately. If a laptop is stolen, a report should be made to the local police and the school administrator immediately.
5. The Committee'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 Committee policies/procedures or school rules.
7. Parents/legal guardians will be informed of their child's login password. Parents/legal guardians are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. Laptops issued to high school students may only be used by the student. Laptops issued to middle school students may be used by parents to the extent permitted by the MLTI program and in accordance with the Student Computer Use Policy and Rules.

9. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

G. Additional Rules for Use of Privately-Owned Computers by Students

1. A student who wishes to use a privately-owned computer in school must seek the permission of his/her parent/legal guardian and the building administrator, building technology coordinator and the teacher. There must be an educational basis for any request.
2. The building technology coordinator will determine whether a student's privately-owned computer meets the district's network requirements.
3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the district's network or staff would be unreasonable.
4. The student is responsible for proper care of his/her privately-owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. The Portland Public Schools are not responsible for damage, loss or theft of any privately-owned computer.
6. Students are required to comply with all Committee policies, administrative procedures and school rules while using privately-owned computers at school.
7. Students have no expectation of privacy in their use of a privately-owned computer while at school. The Portland Public Schools reserve the right to search a student's privately-owned computer if there is reasonable suspicion that the student has violated Committee policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
8. Violation of any Committee policies, administrative procedures or school rules involving a student's privately-owned computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
9. The Portland Public Schools may confiscate any privately-owned computer used by a student in school without the authorization required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.

Cross Reference: IJNDB – Student Computer and Internet Use