

# Maine School Administrative District #34

## Computer and Internet Use Policy



# Maine School Administrative District 34

## Employee Computer and Internet Use Policy

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MSAD 34 provides computers, networks and Internet access to support the educational mission of the individual schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize their school computers, networks and Internet services for school-related purposes and performance of job duties. **Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users.** "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Any employee who violates this policy and/or rules governing use of the school computers will be subject to disciplinary action, up to and including discharge. Illegal uses of school computers will also result in referral to law enforcement authorities.

All MSAD 34 computers remain under the control, custody and supervision of the district. Designated school officials reserve the right to monitor all computer and Internet activity by employees. **Employees have no expectation of privacy in their use of school computers.**

Each employee authorized to access the school computers and Internet services is required to sign an acknowledgement form stating that they have read this policy and accompanying rules. The acknowledgement form will be retained in the employee's personnel file.

The superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules, and for advising the Board of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school's computer systems as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

# Maine School Administrative District 34

## Employee Computer and Internet Use Rules

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The intent of these Board-level rules is to provide employees with general requirements for utilizing the school unit's computers, networks and Internet services. The Board rules may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of the computer system.

These rules provide general guidelines and examples of prohibited uses for illustrative purposes, but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the system administrator.

Failure to comply with Board policy, these rules and/or other established procedures or rules governing computer use may result in disciplinary action, up to and including discharge. Illegal uses of the school unit's computers will also result in referral to law enforcement authorities.

### A. Access to School Computers, Networks and Internet Services

The level of access that employees have to school computers, networks and Internet services is based upon specific employee job requirements and needs.

### B. Acceptable Use

Employee access to school computers, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with the school unit's educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to use of the school computers, networks and Internet services.

Employees are to utilize the school unit's computers, networks and Internet services for school-related purposes and performance of job duties. **Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or to their system users.** "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

### **C. Prohibited Use**

The employee is responsible for his/her actions and activities involving school computers, networks and Internet services and for his/her computer files passwords and accounts. General examples of unacceptable uses which are expressly prohibited include but are not limited to the following:

1. Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc.
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
3. Any inappropriate communications with students or minors;
4. Any use for private financial gain or commercial, advertising or solicitation purposes;
5. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. No employee shall knowingly provide school email address to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator
6. Any communication that represents personal views as those of the MSAD 34 or that could be misinterpreted as such
7. Downloading or loading software or applications without permission from the system administrator
8. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses
9. Sending mass e-mails to school users or outside parties for non-school purposes without permission of the system administrator
10. Any malicious use or disruption of the school computers, networks or Internet services or breach of security features
11. Any misuse or damage of the schools computer equipment

12. Misuse of computer passwords or accounts
13. Any communications that are in violation of generally accepted rules of network etiquette and or professional conduct (See attached document)
14. Any attempt to access unauthorized sites
15. Failing to report a known breach of computer security to the system administrator
16. Using school computers, networks, and Internet services after such access has been denied or revoked
17. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules.

**D. No Expectation of Privacy**

MSAD 34 retains control, custody and supervision of all computers, networks and Internet services owned or leased by the schools. Individual schools reserve the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

**E. Confidentiality of Information**

Employees are expected to use appropriate judgement and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential

**F. Staff Responsibilities to Students**

Teachers, staff members and volunteers who utilize school computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members and volunteers are expected to be familiar with the school policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal and system administrator.

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

The employee shall be responsible for any losses, costs or damages incurred by the school related to violations of policy's and/or these rules.

**H. Schools Assume No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

Schools assume no responsibility for any unauthorized charges made by employees, including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

**I. Employee Acknowledgement Required**

Each employee authorized to access the school computers and Internet services is required to sign an acknowledgement form stating that they have read this policy and accompanying rules. The acknowledgement form will be retained in the employee's personnel file.

# Maine School Administrative District 34

## **Student Computer and Internet Use Policy**

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MSAD 34 provides computers, networks and Internet access to support the educational mission of the schools to enhance the curriculum and learning opportunities for students and school staff. The board believes that the resources available through the Internet are significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet require that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

### **Student use of school computers, networks and Internet services is a privilege, not a right.**

Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All MSAD 34 computers remain under the control, custody and supervision of the district schools. School officials reserve the right to monitor all computer and Internet activity by students.

### **Students have no expectation of privacy in their use of school computers.**

While reasonable precautions will be taken to supervise student use of the Internet, MSAD 34 cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of Board policies and procedures and school rules. Individual schools are not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access form. The signed forms will be retained by the school the student is currently attending

The superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules, and for advising the Board of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school's computer systems as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

# Maine School Administrative District 34

## Student Computer and Internet Rules

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These 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 policies and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action. In order to comply with Federal laws an internet filter limits internet use. The filter's intent is to protect students from graphic depictions of obscenity, child pornography, or content harmful to minors.

### A. Computer Use is a Privilege, Not a Right

**Student use of school 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 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 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 Web site 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 and/or accessing other users' accounts
8. **Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school 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

**D. No Expectation of Privacy**

Each school retains control, custody and supervision of all computers, networks and Internet services owned or leased by that 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.**

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

The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by the school related to violations of policies and/or these rules, including investigation of violations.

**F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

Schools assume 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 and parent. 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 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. Parental Acknowledgment Required**

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

# Maine School Administrative District 34

## Web Site Policy

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Maine School Administrative District 34 maintains an official web site to provide general information about our school system as well as information about educational programs, extracurricular activities, school events, and student and staff achievements. This web site is intended to support the educational mission of the schools, to enhance the curriculum and learning opportunities for students and staff, and to provide valuable information to the larger community about our schools. The web site does not create, nor is it intended to create a public or limited public forum.

The Board recognizes that the schools must establish reasonable controls to protect the privacy of students and staff, to ensure that the web site is in compliance with applicable laws, and to ensure that it meets the highest educational and quality standards. The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying guidelines, and for advising the Board of the need for any future amendments or revisions to the policy or guidelines. The Superintendent may develop additional administrative procedures and/or rules governing the day-to-day management and operations of the School Department's web site, consistent with the Board's policy and guidelines. The Superintendent may delegate specific responsibilities to a Technology Coordinator as he/she deems appropriate.

# Maine School Administrative District 34

## Web Site Guidelines

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### **A. Web Site Purpose**

The purpose of the MSAD 34 official web site is to provide general information about our school system as well as information about educational programs, extracurricular activities, school events, and student and staff achievements. The web site is intended to support the educational mission of the schools, to enhance the curriculum and learning opportunities for students and staff and to provide valuable information to the larger community about our schools. The following guidelines are intended to ensure that the web site meets these goals and to establish reasonable controls to protect the privacy of students and staff, to ensure that the web site is in compliance with applicable laws, and to ensure that it meets the highest educational and quality standards.

### **B. Web Site Structure**

**The MSAD 34 web site includes the following components:**

1. System wide information (including but not limited to Central Office information, School Board information, Transportation, Facilities, and Food Service information);
2. Individual school information;
3. Individual department, grade level and/or classroom information (including student work and/or teacher-created work and resources);
4. School-sponsored extracurricular organization information.

### **C. School Department Authority and Webmaster Responsibilities**

MAD 34 reserves the right to edit, delete, or modify any web page content as it sees fit to comply with the intended purposes of the web site and these guidelines.

The Superintendent shall designate a Webmaster, who shall be responsible for maintaining the School Department's web site, approving all material to be posted on the site, and monitoring all web site activities for compliance with Board policies, applicable laws and regulations, and these guidelines. If the Webmaster is unsure whether particular material is appropriate, he/she shall consult with the Superintendent, whose decision shall be final. Only

the Webmaster [and other authorized school staff] shall have password-protected access to the web server to place and remove web pages and content.

**D. Content, Quality and Subject Matter**

1. The MSAD 34 web site does not create, nor is it intended to create, a public or limited public forum. All materials placed on the web site must serve the educational mission of the school and comply with all Board policies, administrative procedures and school rules concerning the publication and distribution of school-sponsored materials.
2. All materials placed on the web site must meet academic standards for proper spelling, grammar, content, and accuracy
3. All materials placed on the web site must comply with all Board policies, administrative procedures and school rules concerning the acceptable use of technology.
4. Web page content must be limited to school-sponsored information and activities. No personal student or staff web pages, chat rooms, or discussion groups are permitted on the web site

**E. Confidentiality of Student Information**

1. The web site shall be in compliance with all applicable confidentiality laws and regulations.
2. At no time shall personal information about students (such as home address, telephone number, e-mail address, birth date, social security number, etc.) or information made confidential by state or federal law appear on the web site. The web site will not include any information that indicates the physical location of students at any given time, other than attendance at a particular school or participation in school activities.
3. Student information, photographs or work may only be published on the web site if the student's parent/guardian has signed the Parent/Guardian Agreement Form to Publish Student Information. For purposes of these guidelines, student information includes name, class rosters, awards/honors received, and team/extracurricular activity participation lists.

**F. Confidentiality of Staff Information**

1. At no time shall personal information about staff appear on the web site (including home address, home telephone number, home e-mail address, birth date, social security number, etc.).

2. Because the School Department web site is maintained in part to enhance communication with students and their families, the school e-mail addresses and/or school telephone numbers of staff are published on the web site.

#### **G. Copyright**

1. Appropriate permission will be obtained before any copyrighted or trademarked material is used on the web site. No copyrighted material may be reproduced, transmitted or stored on the School Department web site without obtaining permission from the copyright owner.
2. Students shall retain the copyright on materials that they create.
3. An appropriate copyright notice will appear with all copyrighted material published on the web site.
4. Except for the above exceptions, all web pages and materials published on the web site are the property of and owned by MSAD 34

#### **H. Advertising**

The MSAD 34 web site will not include any advertising, nor will it include any selling activities outside of publicity for school-sponsored and/or approved fundraising activities.

#### **I. Links to External Sites**

1. The MSAD 34 web site will not include links to any personal web sites of students or staff.
2. The web site may include links only to web sites that have demonstrated educational value to students, staff and/or the community, as deemed appropriate by the Webmaster.
3. The web site shall include a disclaimer informing users that links are provided as a convenience, and that MSAD 34 does not endorse these sites or have any responsibility for the content of these sites.

#### **J. Additional Requirements**

1. The web site shall inform users about how to contact the Webmaster.
2. Each web page will contain the date the page was last updated.
3. The Webmaster will provide appropriate information to school users regarding technical requirements for publishing material on the web site.

# Maine School Administrative District 34

## Web Site Publishing Agreement (Grades 6-12)

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MSAD #34 maintains an official web site to provide general information about the school system as well as information about educational programs, extracurricular activities, school events, and student and staff achievements.

Maine law requires public schools to obtain written approval from parents/guardians prior to publishing personal information about students on the Internet. This form will authorize MSAD #34 to publish the following:

1. Full names of students in connection with class rosters, honor rolls, awards received, and team/ extracurricular activity participant lists.
2. Group and/or individual photographs of students.
3. Individual student or class work may be published on the School Department's web site from time to time in accordance with established guidelines. Such work may include creative writing, research projects, art work, music, performances, and audiovisual presentations. All student work will include a copyright notice prohibiting the copying of such work without express written permission. Copies of the Board's Web Site Policy and Guidelines are available at the Superintendent's office, every school office, or on the School Department's web site at [www.sad34.net/district](http://www.sad34.net/district)

Please complete and return the following agreement form to the school office by September \_\_/\_\_. This agreement will remain in effect for the entire 200\_-200\_ school year unless it is rescinded in writing. If the form is not returned, no information about your child will be published on the School Department web site. If you have any questions, please contact your school principal.

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### Parent/Guardian Agreement Form to Publish Student Information on MSAD #34 Websites

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

I understand and agree that my child's name may appear on the MSAD #34 web site. I further understand and agree that photographs of my child and/or examples of my child's work may be used on the web site. -

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Maine School Administrative District 34

**Web Site Publishing Agreement (Grades K-5)**

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MSAD #34 maintains an official web site to provide general information about the school system as well as information about educational programs, extracurricular activities, school events, and student and staff achievements.

Maine law requires public schools to obtain written approval from parents/guardians prior to publishing personal information about students on the Internet. This form will authorize MSAD #34 to publish the following:

1. First names of students in connection with class rosters, honor rolls, awards received, and team/ extracurricular activity participant lists.
2. Group and/or individual photographs of students **will not** be published without specific authorization .
3. Individual student or class work may be published on the School Department's web site from time to time in accordance with established guidelines. Such work may include creative writing, research projects, art work, music, performances, and audiovisual presentations. All student work will include a copyright notice prohibiting the copying of such work without express written permission. Copies of the Board's Web Site Policy and Guidelines are available at the Superintendent's office, every school office, or on the School Department's web site at [www.sad34.net/district](http://www.sad34.net/district)

Please complete and return the following agreement form to the school office by September \_\_/\_\_. This agreement will remain in effect for the entire 200\_-200\_ school year unless it is rescinded in writing. If the form is not returned, no information about your child will be published on the School Department web site. If you have any questions, please contact your school principal.

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**Parent/Guardian Agreement Form to Publish Student Information on  
MSAD #34 Websites**

Name of Student: \_\_\_\_\_  
Grade: \_\_\_\_\_ School: \_\_\_\_\_  
Name of Parent/Guardian: \_\_\_\_\_

I understand and agree that my child's first name may appear on the MSAD #34 web site. I further understand and agree that examples of my child's work may be used on the web site. -

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Maine School Administrative District 34

## Web Site Photograph Publishing Agreement (Grades K-5)

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Occasionally MSAD #34 would like to publish photographs of K-5 students on our website. In order to comply with State Law and to further protect the safety of our K-5 students the following guidelines have been established.

1. Photos will not be referenced to individual student names by content, caption, or photo file name.
2. Parent/Guardian permission will be obtained for each and every photo published.
3. A photocopy of the photo may be requested by parent/guardian prior to signing permission agreement.
4. Each individual student's permission will be required for group photos to be published
5. The right to be publish student photo may be withdrawn at any time by Parent/Guardian.

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### Parent/Guardian Agreement Form to Publish Student Information on MSAD #34 Websites

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Description of Photograph: \_\_\_\_\_

I understand and agree that my child's photograph may appear on the MSAD #34 web site. I may at any time ask for the photograph to be removed.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Maine School Administrative District 34

## School Board Use of Electronic Mail

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Use of electronic mail (e-mail) by school board members should conform to the same standards of judgment, propriety and ethics as other forms of school board-related communication. Board members shall comply with the following guidelines when using e-mail in the conduct of board responsibilities:

A. The School Board shall not use e-mail as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.

B. Board members should be aware that e-mail and e-mail attachments received or prepared for use in board business or containing information relating to board business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

C. Board members should avoid reference to confidential information about employees, students or other matters in e-mail communications because of the risk of improper disclosure. Board members should comply with the same standards as school employees with regard to confidential information.

# Maine School Administrative District 34

## Employee Computer and Internet Use Policy Acknowledgment

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No employee shall be allowed to use school computers or the Internet until he/she has signed and returned this acknowledgment. |

I have read the MSAD #34 Employee Computer and Internet Use Policy and understand its terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Maine School Administrative District 34

## Student Computer/Internet Use Acknowledgment Form

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No student shall be allowed to use school computers or the Internet until the student and parent/guardian have signed and returned this acknowledgment to the school.

**Student:**

I have read the MSAD # 34 Student Computer and Internet Rules policy and agree to comply with them.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian:**

I have read the MSAD # 34 Student Computer and Internet Rules policy and understand that my son/daughter's use of school computers is subject to compliance with these rules.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## Maine School Administrative District 34

### Use of Filtering to Block Access to Inappropriate Material and Undesirable Persons

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Schools receiving E-rate discounts must also adopt an "Internet safety policy" that addresses:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including so-called 'hacking', and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
5. Measures designed to restrict minors' access to materials harmful to minors;"

The law also requires that schools hold at least one public hearing or meeting to address the proposed Internet safety policy. The law contains no exemption to the hearing requirement for schools that have already adopted such policies.

#### Filtering

The law requires that schools have in place a policy of Internet safety for minors that includes the operation of a "technology protection measure" with regard to all computers with Internet access that protects against access to visual depictions that are:

- obscene;
- child pornography; or
- harmful to minors.

In addition, the school must have a policy of Internet safety for all users, including adults, that includes the operation of a "technology protection measure" with regard to all computers with Internet access that protects against access to visual depictions that are:

- obscene, or
- child pornography.

These provisions mean that schools must have filtering that protects against graphic depictions of obscenity and child pornography on all computers that access the Internet, including those computers used only by adults. Adults may have access to material that is deemed "harmful to minors," although, as a practical matter, installation of software that distinguishes this category of material on certain adults-only computers is probably impractical.

## Maine School Administrative District 34

### Staff / Volunteer Website Publishing Agreement

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*A public school may not publish on the Internet or provide for publication on the internet any personal information about its students without first obtaining the written approval of those students parents. For the purpose of this section, "personal information" means information that identifies a student, including, but not limited to, the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' names.*

I have read the MSAD #34 Web Site Policy and agree to comply with all policies and guidelines. I am aware of the Maine State law restricting content of School Websites. I take full responsibilities for any content published on my FirstClass Homepage folder or in any other folder I have been granted permission to advise and/or contribute to.

Staff/Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **For Tech Coordinators Only**

Authorization Granted FC Homepage  Other

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

## Maine School Administrative District 34

### Guideline for Naming Files and Siting Student Work

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#### **Due to the sensitivity of young children and internet use special limitations apply to K-5 students**

- ◆ No student work may published without signed permission slip
- ◆ Create a graphic image folder for all images this will help you keep organized as you site expands.
- ◆ Be consistent in naming files this will also help as your site expands.
- ◆ Keep images to a minimum on each page. Two to Four images are plenty, more images will make downloads on home modems slow and cumbersome.
- ◆ For FC Homepage folders you home page must be named index.htm or index.html
- ◆ Your URL will be [www.sad34.net/~yourid](http://www.sad34.net/~yourid) ex. [www.sad34.net/~jdoe](http://www.sad34.net/~jdoe)
- ◆ Keep files names as short as possible.
- ◆ Use no spaces, avoid characters such as / @ ~ \* etc.
- ◆ **K-5** students names will limited first name only no initials
- ◆ All photos **K-5** must have signed permission slip for each and every student in the photo. Permission is required for each photo.
- ◆ **K-5** photos should be named for activity not students in the photo ex. science1.jpg or flower.gif. Do not use file names such phil.jpg or philandbrad.gif
- ◆ **K-5** written work may be accompanied by first name ex Haiku by Phil.
- ◆ Art work files may named by student first name ex philcar.jpg.
- ◆ In general for **K-5** students avoid any connection between an actual picture of a student and his or her name.

## Maine School Administrative District 34

### Internet Etiquette

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Internet etiquette is the set of conventions or the etiquette of communicating with other users over computer networks. Following these simple conventions will make your experience with online communication more effective for you and your audience.

#### **Never Forget that the Person on the Other Side is Human**

Because your interaction with the network is through a computer, it is easy to forget that there are people "out there." Situations arise where emotions erupt into a verbal free-for-all that can lead to hurt feelings. Strongly critical messages on the network are called "flames." Try not to say anything to others that you would not say to them in person in a room full of people. Please remember that when you send a message to a bulletin board or mailing list (FirstClass News for instance), lots of people are reading your words. You can add emphasis to your message by using underscores (such as in last week) or asterisks (\*finally\*). These conventions can help recipients figure out where emphasis should be placed. Another way of showing emphasis is to type a word in all capital letters. This convention should be used very sparingly. TYPING IN ALL CAPITALS IS USUALLY INTERPRETED AS SCREAMING OR SHOUTING ON THE INTERNET AND ALSO MAKES MESSAGES HARD TO READ. You should always avoid posting your entire message in all capitals.

#### **Be Careful What You Say About Others**

Information posted (sent to conferences as opposed to individuals) on the net or district email can come back to haunt you or the person you are talking about. Think twice before you post personal information about yourself never post personal information about other students or staff.

#### **Use Descriptive Subject Titles**

The subject line of a message enables people to decide whether or not to read your message.

#### **Be Careful with Humor and Sarcasm**

Without the voice inflections and body language of personal communications, it's easy for remarks meant to be funny to be misinterpreted. Subtle humor tends to get lost. Take steps to make sure that people realize you are trying to be funny. The net has developed some symbols :- ) smiley face <grin> <smile> words in brackets ;-) other variations on the smiley face (this is a wink) It points out sections of articles with humorous intent. No matter how broad the humor or satire, it is safer to remind people that you are being funny.

#### **Only Post a Message Once**

Avoid posting messages to more than one conference unless you are sure it is appropriate. If you do post to multiple conferences, don't post to each group separately. Instead, specify all the groups on a single message.

#### **Summarize What You are Following Up**

When you are following up someone's message, please summarize the parts of the article to which you are responding. This allows readers to appreciate your comments rather

than trying to remember what the original article said. It is also possible for your response to reach some individuals who have not read the original message. Summarization is best done by including appropriate quotes from the original message.

### **Check the Headers (To: and CC: boxes in FirstClass When Following Up**

Look to see who you are responding to. You may wish to reply only to the sender and not to the entire conference. This avoids unnecessary copies of your message going to people who either don't need the information or might receive multiple copies of the same message.

### **Be Careful About Copyrights and Licenses**

Never use someone else's files without their permission Use only the account and equipment for which you are authorized Do not copy copyright-protected material, articles or software without proper notation.

### **Cite Appropriate References**

If you are using facts to support a cause, state where they came from. Don't take someone else's ideas and use them as your own. You don't want someone pretending that your ideas are theirs; show them the same respect.

### **Limit Line Length and Avoid Control Characters**

Try to keep your text in a generic format. Many of the people reading your message do so from eighty-column terminals or from workstations with eighty-column terminal windows. Try to keep your lines of text to less than eighty-characters for optimal readability. Messages being sent out of district will be received by many different software application and on multiple platforms.

### **Be concise**

All messages should be as short and concise as possible. Long messages are often considered too troublesome to read. If your message is more than a few lines long, divide your text into paragraph-sized "chunks" so it is easier to read.

**Be informal.** Since you frequently don't know the status of the person you are talking with on the Internet, common wisdom has decreed that you use a conversational style of writing and avoid things like titles and other business letter prose.

**Limit the time you spend online** Our FirstClass server is a robust powerful computer, however if you are done communicating you should log off. The more users logged on the slower the server will respond. Exiting FirstClass will also in most cases allow your workstation to function faster. You may wish to run more than application at once, but unless you are actually using the functions of all the applications it is best to exit idle applications.

### **Remember to Follow District AUP**

Don't forget that you are responsible to follow District Acceptable Use Guidelines whenever using a school computer or server. Even for personal use you are required to follow guidelines.