Honors study is a privilege.  Students who receive disciplinary action at the SAO level may lose this privilege.  In either case, study halls are for studying:  no cards or games are allowed!

**Technology**

Students are issued an MLTI laptop which may be used at school and at home during the school year in support of the school curriculum.  The laptops have a variety of educational software and are used in all classes so students must bring them to school every day.

MLTI Laptop Guidelines

The  Macbook issued to you is your responsibility, to be used only by you; the student assigned to it. Food, drinks, pets and smoking materials should be kept away from the laptop. Macbooks should ALWAYS be carried ZIPPED in the MLTI case.  Any student carrying his/her laptop without the case will have the laptop confiscated until he/she produces the labeled laptop case.

Macbooks should be kept clean.  Cleaning supplies are available at the Learning Commons.  Your name sticker must not be removed from the laptop, charger, or case.  Likewise, do not remove the silver MLTI sticker on the bottom of the laptop.  No other stickers may be affixed to the laptop.
 There will be a fee for replacing removed name or MLTI stickers; and cleaning fees may apply if Learning Commons staff have to remove unauthorized stickers.
Media, including music and movies, loaded onto the Macbook for curricular uses must be legally downloaded. Downloading copyright media from peer-to-peer and other file sharing sites is not legal, and a violation of the district's Acceptable Use Policy.  All media, images, documents and movies contained on the Macbook must be appropriate.  Inappropriate content will be grounds for disciplinary action.

During all after school athletic events (including practices) laptops must be locked in student lockers.  Laptops should NOT be locked in PE lockers. This includes home and away events!  At the end of the event, students may retrieve their laptop to bring home.  Students participating in any after school activities need to ensure their laptops are in a secure location or locked in their academic locker.  Activity advisors may be able to provide a secure place for the laptop during after school activities.

Additional Rules for Laptops Issued Through MLTI

**1.** Before a laptop is issued to a student, the student and/or his/her parent must acknowledge the school's lending policy.

**2.** Students 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. M.S.A.D. No. 75 offers a Take-Home Coverage program for parents to cover replacement costs and/or repair costs for laptop damages not covered by the manufacturer warranty. <u>Liquid damage is not covered by insurance or the manufacturer warranty.</u>

**3.** If a laptop is lost or stolen, this must be reported to the Technology Coordinator immediately, and a report should be filed with the local police.

**4.** 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 also responsible for obeying any additional laptop rules issued by school staff.

**5.** Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in the loss of laptop lending privileges 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.

**6.** Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.

**7.** Laptops must be returned in acceptable working order. Periodic inspections will be utilized to ensure proper care. Both students and parents will be informed when a laptop incurs billable damage.

8. To conserve resources, students should only print what is required for their classes. Printers are located throughout the building for students to print assignments.

**9.** Personally owned laptop computers are permitted only under limited

conditions. Students must meet with Learning Commons staff prior to bringing the devices to school and/or accessing the MSAD 75 network.

<center>Student Computer and Internet Acceptable Use</center>

M.S.A.D. No. 75 computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises.

Student use of school computers, networks and Internet services is a privilege, not a right. Compliance with the District's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

M.S.A.D. No. 75 computers remain under the control, custody and supervision of the District at all times. The District monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

M.S.A.D. No. 75 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. M.S.A.D. No. 75 takes precautions to supervise student use of the Internet, but parents should be aware that M.S.A.D. No. 75 cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The District is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent. The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the District's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others as he/she deems appropriate.

Each student is responsible for his/her actions and activities involving the District's computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance

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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 and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

**A.      Consequences for Violation of Computer Use Policy and Rules**
The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.

**B.      Acceptable Use**
The District's computers, networks and Internet services are provided for educational purposes and research consistent with the District's educational mission, curriculum and instructional goals. All Board policies, school rules and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the District's computers.

**C.      Prohibited Uses**
Examples of unacceptable uses of the District's computers 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 defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials

**2.      Illegal Activities -** Using the District's computers, networks and Internet services for any illegal activity or in violation of any Board policy or school rules. The District assumes no responsibility for illegal activities of students while using school computers.

**3.      Violating Copyrights –** Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission. The District assumes no responsibility for copyright violations by students.

**4.      Copying Software -** Copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and

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criminal penalties. The District assumes no responsibility for illegal software copying by students.

**5.     Plagiarism -** Representing as one's 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.

**6.     Non-School-Related Uses -** Using the District's computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.

**7.     Misuse of Passwords/Unauthorized Access -** Sharing passwords, using other users' passwords, and accessing or using other users' accounts

**8.     Malicious Use/Vandalism -** Any malicious use, disruption or harm to the District's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses

**9.     Unauthorized Access to Blogs/Chat Rooms -** Accessing chat rooms or news groups without specific authorization from the supervising teacher

**D.     No Expectation of Privacy**
M.S.A.D. No. 75 computers remain under the control, custody and supervision of the District at all times. Students have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

**E.     Compensation for Losses, Costs and/or Damages**
The student and his/her parents are responsible for compensating the District for any losses, costs or damages incurred by M.S.A.D. No.75 for violations of Board policies and school rules while the student is using the District's computers, including the cost of investigating such violations.  M.S.A.D. No. 75 assumes no responsibility for any unauthorized charges or costs incurred by a student while using the District's computers.

**F.     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 without prior permission from a teacher. 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.

**G.      System Security**
The security of the District's computers, networks and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

**PROCEDURES FOR USING PERSONALLY-OWNED
COMPUTER DEVICES IN M.S.A.D. NO. 75**

Personally-owned devices are permitted in M.S.A.D. No. 75 schools only under the following conditions:

1.  Using a personally-owned computer or other technology devices must not deprive others of access to the school's computing resources.
2.  Use of personally-owned computers at school is solely for school-related tasks in compliance with the M.S.A.D. No. 75 Acceptable use Policy.
3.  M.S.A.D. No. 75 bears no liability whatsoever for theft or loss of personally-owned laptops, attached peripheral devices or data on these devices.
4.  Use of personally-owned technology devices on the school network will be subject to monitoring for violations.
 5.  The extent of the M.S.A.D. No. 75 technology staff's support of personally-owned devices is limited to:
    a. Initial inspection of the device.
    b. Connecting devices to the network, school printers and file servers
    c. Periodic inspection of the device if deemed necessary
6.  Before a computing device is permitted on the school network, a student must take the device to an identified technology staff person who will register and inspect it for:
    a. Virus protection
    b. Malware and spyware protection
    c. An airport card (if student is planning on using the
             school network)
    d. Clearly identifiable network name
    e. Hardware network address
7.  Technology support staff will review the Acceptable Use Policy with the student prior to any use of the device on school premises.

8. M.S.A.D. No. 75 does not make recommendation of hardware brands.
9. Students are responsible for purchasing their own software.
10. It is expected that software on personally-owned devices will be compatible with that in use within M.S.A.D. No. 75, and that M.S.A.D. No.75 is not expected to provide support for personal computer hardware or software.
11. Students cannot expect technology support of personally-owned devices beyond the initial connection of devices to the network, school printers and the file server.

The network is the property of M.S.A.D. No. 75 and is provided for the educational use of all students. Technology staff and administrators have the right to immediately remove the device and/or access from the network and/or revoke authorization for school use when, in the opinion of technology staff or administrators, the device, or the student's use of the device, violates school policy or in any way threatens or endangers the network.

## Counseling Office

School counselors provide Academic, Career and Personal Social counseling to help students foster personal growth, acquire positive social skills, set appropriate career goals and develop their unique potential. Parents may call the Counseling Office to arrange an appointment with a counselor or a conference with teachers.

### SAT Test & Registration Dates for school year 2016-2017

For up to date test information, registration and test dates visit the College Board website online: **www.collegeboard.com**

### English Language Learners

Our staff includes an ELL instructor. Parents seeking to access such services for their students should contact the Counseling Office for more information.

### School Social Workers

Social Work services are available to help students and/or their families concerning personal issues on a longer term, more intensive basis than a guidance counselor can ordinarily provide. You may contact your student's guidance counselor to make a referral.