

Meadow Hill Middle School

Acceptable Use Procedure for digital devices and digital device Labs

2017-18

INTERNET AND E-MAIL RULES

Internet is to be used for scholarly research and as a means of obtaining needed educational information. Students are prohibited from using the Internet for other purposes during the school day. The student takes responsibility for all content found on their school digital device accounts (including Google and other school-related accounts).

Meadow Hill Middle School monitors the Internet usage of all students through specialized software reporting as well as any other means available to teachers and administration. MCPS has a content filtering system at all schools, and students are not allowed to access inappropriate sites.

Students' use of the Internet must be in support of education and research and be consistent with the educational objectives of the Meadow Hill Middle School. Use for commercial activities, product advertisement, or political lobbying is also prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Students may not use any chat or collaboration program to communicate with others through the digital device network during class, unless a teacher or administrator expressly authorizes them to do so. The use of e-mail during class, without teacher approval, is strictly prohibited. Likewise, the playing of games during class time, without teacher approval, is also strictly prohibited.

No digital device programs, MP3's/iPod's, inappropriate content use, or copyrighted material may be distributed over the network. Students are not able to download any program that has not been approved by staff or building administrator. Any use of peer-to-peer software is strictly prohibited.

PRIVILEGES

The use of the Internet and e-mail is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Meadow Hill Middle School reserves the right to review any material on user accounts and to monitor file-server space in order to make determinations on whether specific uses of the network are inappropriate. Students are subject to a random check of the history and activity on their digital device.

Decisions of the Meadow Hill Middle School administration regarding unacceptable digital device use are final. A student's use of the Internet and/or e-mail may be revoked, denied or suspended at the request of faculty and staff of Meadow Hill Middle School.

NETWORK ETIQUETTE

Students of Meadow Hill Middle School are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your message to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

- Do not send or display offensive messages or pictures.
- Do not harass, insult or attack others.
- Do not send out bulk e-mail. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent. Students must receive prior approval before any e-mail is sent to the entire school or an entire class.
- Do not reveal your personal address or phone number or those of other students.
- Do not use the network in such a way that you would disrupt the use of the network by other users. Users shall not play games or use the digital device resources for other non-academic activities. Students may not download large files over the Internet during school hours.
- Do not damage digital devices, digital devices systems or digital device networks or engage in other acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy the equipment and/or data of another user. This includes, but is not limited to, the uploading or creation of digital device viruses. The use of intentionally harmful programs is prohibited and will result in serious disciplinary consequences by the administration.
- Do not intentionally waste limited resources such as paper and printer cartridges that are provided by Meadow Hill Middle School. Only essential materials should be printed. Limitations may be placed on students' permission to print if they abuse this privilege.
- The volume setting on the digital devices should be muted when using the digital device in a setting that would be distracting to others.

SECURITY

To protect the integrity of a digital device system involving many users, Meadow Hill students are not permitted to:

- Reveal your password to another user.
- Use another user's password to gain access to the network or Internet.
- Trespass into another user's files.
- Use another student's digital device account.
- Do not deface digital devices, digital device equipment, or lab furniture.

LOSS OF PRIVILEGES

Violation of any of the procedures addressed in this document will result in disciplinary action.

1. Use of chat rooms, e-mail, games without permission during class
 - **1st offense** – 5 days loss of full digital device privileges
 - **2nd offense** – 10 days loss of full digital device privileges
 - **3rd offense** – 1 month loss of full digital device privileges in non-essential academic settings
2. Use of inappropriate language, offensive messages or pictures, harassment, insults, threats, or attacks on others.
 - **1st offense** – 5 days loss of full digital device privileges
 - **2nd offense** – 1 month loss of full digital device privileges in non-essential academic settings
 - **3rd offense** – loss of full digital device privileges for rest of school year in non-essential academic settings. Off-line materials will be provided when possible

3. Downloading or distributing of digital device programs & games (executables), MP3's, copyrighted material, peer to peer software or any programs not supported by Meadow Hill Middle School.

- **1st offense** – 1 month loss of full digital device privileges in non-essential academic settings
- **2nd offense** – loss of full digital device privileges for rest of school year in non-essential academic settings. Off-line materials will be provided when possible

4. Revealing your password to another user; using another user's password to gain access to the network, Internet, or digital device; trespassing onto another user's files; using another student's digital device; defacing digital devices or backpacks with names or graffiti.

- **1st offense** – 1 month loss of full digital device privilege in non-essential academic settings
- **2nd offense** – loss of full digital device privileges for rest of school year in non-essential academic settings. Off-line materials will be provided when possible

5. Intentional damage to digital devices, digital device systems or network, or other acts of vandalism or visiting pornography sites.

- **1st offense** – 1 month loss of full digital device privileges in non-essential academic settings
- **2nd offense** – loss of full digital device privileges for rest of school year in non-essential academic settings. Off-line materials will be provided when possible

PRIVACY

The digital devices are the property of Meadow Hill Middle School. All information will be accessible to the support staff/faculty. Additionally, the school retains the right to look at a student's hard drive if there is a reasonable suspicion that the digital device is being used inappropriately or dishonorably.