



RSU9 Digital Device Rules and Procedures

All Digital Devices have been issued to a student by the district for the purpose of learning. These devices support the teaching and learning efforts of the district.

1. All Mt. Blue Regional School District Computer Use Policies, Procedures, and Rules are applicable when using any district technology including iPads, tablets, laptops and other devices issued to students, hereafter referred to as device or devices.
2. Devices are issued to students as a required resource for learning. Use of a device for non-educational purposes may be restricted by the building administration based on academic and disciplinary performance.
3. Device take-home privileges will be revoked for students who do not regularly attend school or have violated these *Digital Device Rules and Procedures*. Devices will not be allowed to go home over summer vacation except by special permission.
4. While the device is charging, it must be kept in a clean, cool, dry place away from pets and traffic. To keep everyone safe, please bring damaged chargers and cables to the school for replacement.
5. Students are expected to keep their device clean and report any damage to the technology department as soon as possible.
6. No modifications or alterations to any of the software or hardware or to any of the equipment or services are permitted. In the event alterations are made, students will be charged a repair or cleaning fee.
7. Students are expected to come to school with their device fully charged. Having a dead battery will not be an acceptable excuse for late or missing work unless due to maintenance issues.
8. Students are responsible for any accessories (stylus, headphones, stand, etc.) and should respect this equipment by keeping it clean and with the device.
9. Any device not taken home at the end of the school day should be stored in the designated cabinet or charging station, not in student lockers. A designated cabinet in the IT room (MBHS) or community (MBMS) will be provided for devices that are not taken home on a given day.
10. Students are required to transport devices in the provided case and carrying sleeve. Devices should not be carried in backpacks or book bags even if they are in their sleeves.
11. No food or drink is allowed around the devices.
12. Defacing devices, including the use of stickers or decorations, is prohibited. Students will be charged for repair and replacement of equipment, or cleaning.
13. Students will be required to produce their device for periodic software and communications audits. There is **NO expectation** of privacy when using district devices or systems.
14. Students will not access or save any images and/or text that violate school policies including but not limited to dress code, alcohol, tobacco, drug policies, and inappropriate or obscene speech.

15. Students are expected to bring their device to ALL classes unless specifically advised otherwise by teachers.
16. Students will not print personal or non-school related documents while at school.
17. Students are responsible for regularly backing up all documents and files.
18. Students are **required** to use the provided device sleeve.
19. Students may NOT use their device:
 - a. In the gymnasium except under the direct supervision of a teacher
 - b. In the cafeteria except under the direct supervision of a teacher
 - c. In school hallways and corridors except under the direct supervision of a teacher or other staff member; and/or
 - d. On school buses or in any other moving vehicle.
20. Use of non-school computers or tablets by students on school grounds is prohibited.
21. All labeling must stay intact. If your labeling wears off, you need to bring the device to the technology department for relabeling.
22. Unattended devices are the responsibility of the student. This includes, but is not limited to, devices left unattended in hallways, locker rooms, and on school buses.
23. Sharing of devices is prohibited unless specifically advised otherwise by a teacher.
24. Devices may not be taken out of the state of Maine without permission from the principal and Director of Technology.

Any of the following infractions may lead to disciplinary action including suspension or expulsion:

- Accessing inappropriate material.
- Intentional damage to device, networks, or other technology equipment will be treated as vandalism and carry the same consequences.
- Deleting of internet history.
- Hacking, renaming, or accessing administrative areas of the device.
- Downloading or exchanging copyrighted materials such as software, music, videos, games, etc., and use of peer-to-peer file sharing programs.
- The use of an outside proxy or any other means to bypass the school's Internet filtering system.
- Logging into another student device or using another student's device in ways that would not be moral, legal, or that violate school rules.
- Use of **any** device within the school's network to cause damage or harm.
- Creating any type of network within the school's own network.
- Using a non-school laptop, computer or tablet within school.
- Logging into other student's accounts of any sort (email, doodle, Facebook, or the like.)

Please sign indicating that you have read and agree to all of the rules and procedures concerning the use and care of the Macbook and that you have read and agree to the following applicable district policies:

Rule JFCK – Student Use of Cellular Telephones and Other Electronic Devices: <http://bit.ly/mtbluersd-JFCK-R>

Rule IJNDB – Student Computer and Internet Use Rules: <http://bit.ly/mtbluersd-IJNDB-R>

Parent Signature_____Date_____

Student Signature_____Date_____