

MAINE ARTS ACADEMY
Technology Use and Internet Safety Policies
2025 - 2026

Dear Parent or Guardian:

Maine Arts Academy is required to have an internet safety policy. This policy sets rules to use the internet for students and school staff. The policy covers:

- Our computer network (a system that allows computers to exchange information);
- Security (limits to overall use of the system);
- Personally identifiable information (information that identifies you that should be kept confidential);
- Copyrighted material (written or online material that is owned by someone and can only be used by purchasing the material or obtaining permission from the owner); and
- General use of the system

While using the system, it is not allowable to misrepresent yourself or others. Misrepresentation means giving false information or allowing someone to believe something that is not true.

The last page of this document is to be completed and returned to the school as soon as possible. No use of the system will be allowed until this form is completed and returned.

If you need assistance understanding or completing this document, please contact:

Name: Tara Littrell Title: IT Director

Email: itadmin@maineartsacademy.org Phone: 207-480-7917

Do you need an interpreter? Please tell us and we will make sure one is available.

I. Network

- A. All use of the system must be in support of education, research, or school-approved extra curricular activities. Gaming is not allowed. All use of the system must be consistent with the mission of the school. The school reserves the right to prioritize use and access to the system.
- B. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and school policy. Use of the system for commercial solicitation (selling items or services) is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or someone appointed by the superintendent.
- C. The system is considered a public facility and may not be used to support or oppose political candidates or ballot measures.
- D. The system must not be used in such a way that it disrupts the operation of the system for others. System components, including hardware or software (equipment and computer programs), shall not be destroyed, modified or abused in any way.
- E. Inappropriate use of the system that is intended to do harm in any way is not allowed. This includes use of the system:
 1. To harass other users,
 2. To gain unlawful access to any computer or computing system, including access that is has not been approved; or
 3. To cause damage to the components of a computer or computing system.
- F. Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks, or other disruptive behaviors are not allowed.
- G. The system has a technology protection measure that prevents users from accessing images or materials that are obscene, pornographic (including child pornography), or harmful to minors. Use of the system to access, view, store, or distribute text or visual images that are obscene, pornographic (clearly of a sexual nature), or harmful to minors is not allowed.

II. Security

- A. System accounts are to be used only by the approved owner of the account for the approved purpose. Users may not share their password with another person or leave an open file or session unattended or unsupervised. Account owners are responsible for all activity under their accounts.
- B. Users shall not
 - 1. Seek information on the system without permission;
 - 2. Obtain copies of materials on the system without permission;
 - 3. Modify or change files or other data;
 - 4. Change passwords belonging to other users;
 - 5. Misrepresent other users on the system; or
 - 6. Attempt to gain access to the system that is not approved.
- C. Communications may not be encrypted (concealed using computer code) in order to avoid security review.
- D. Users should change passwords regularly and avoid easily guessed passwords.

III. Personally Identifiable Information

- A. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal this information without permission from their parents.
- B. Students will never make appointments to meet people in person whom they have contacted on the system without parental permission.
- C. Students will notify their teacher or another adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

IV. Copyrighted Material

- A. The installation, use, storage, or distribution of copyrighted software or materials on school computers that is not approved is not allowed.

V. General Use

- A. System resources should be managed to avoid problems related to overuse or excess. For example, users should frequently delete Email and unused files. Gaming significantly impacts the device's resources and therefore is not allowed unless approved.
- B. Nothing in these regulations is intended to prevent the supervised use of the system under the direction of a teacher or approved user. All use of the system must be done according to school policy and procedure.
- C. From time to time, the school will make a determination on whether specific uses of the system are allowable with the regulations stated above. Under very limited and specific circumstances, use of the system may be allowed for non-students or non-staff as long as these individuals show that their use furthers the purpose and goals of Maine Arts Academy. For security and administrative purposes, the school reserves the right for approved personnel to review system use and file content including, without limitation, the content of any electronic mail.
- D. The school reserves the right to remove a user account on the system to prevent further activity that is not approved.

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*This form
MUST be
RETURNED*

VI. Compensation for Losses, Costs, and/or Damages

- A. The student and their parents/guardians are responsible for compensating the school for any losses, costs, or damages incurred by the school for violations of the Technology and Internet Safety Policies while the student is using technology, including the investigation of such violations. **This does not include normal wear and tear.** The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using technology at the school.
- B. Maine Arts Academy offers an insurance policy to cover damage to laptops and tablets.

Replacement Costs	
Maine Arts Academy Laptop Insurance	\$100 *see laptop insurance form for details
Apple MacBook Air M1	\$800
Apple Laptop Charger	\$85
Chromebook NL73TW	\$600
Chromebook Charger	\$50
Laptop Carrying Case	\$50
Apple Ipad Air 4th Generation	\$500

VII. Device Care

- A. Any device issued is property of Maine Arts Academy. These devices are intended for educational purposes only.
- B. There will be a selection of school approved options for profile pictures, backgrounds, etc.
- C. No stickers or graffiti of any kind are allowed.

Cleaning Fees (will be invoiced if necessary)	
All Devices	\$50

VIII. End of Year/Last Day of Enrollment

- A. All devices and accessories must be turned in by the last day of school or last day of enrollment (laptops, tablets, chargers, carrying cases.) Devices need to be clean and free of any stickers or graffiti to avoid a cleaning fee.
- B. All unreturned devices will be locked, and the school will attempt to collect those devices.
- C. Teachers and staff may keep their devices through the summer.

Violation of any of the conditions of use is cause for disciplinary action.

**** Please complete the back and return with Day 1 Documents ****

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ELECTRONIC INFORMATION NETWORKS
INDIVIDUAL USER ACCESS INFORMED CONSENT

My child/I agree to abide by the Maine Arts Academy Internet Safety Policy, which I/we have reviewed and understand. I/we acknowledge that failure to comply with the policy and procedures may result in network use privileges being canceled and disciplinary action. My child/I acknowledge and agree that Maine Arts Academy has the right to review, edit or remove any materials installed, used, stored, or distributed on or through the network or school's system. I/We hereby waive any right of privacy which my child/I may otherwise have to such material. I/We have also been presented with opportunities to learn more about the internet and electronic networks in schools.

APPLICANT	PARENT OR GUARDIAN
<u>Printed Name of Student/Teacher</u>	<u>Printed Name of Parent/Guardian</u> (Required if applicant is under age 18.)
<u>Signature of Student/Teacher</u>	<u>Signature of Parent/Guardian</u>
<u>Date Signed</u>	<u>Date Signed</u>

For Official Use Only	
This form should be kept at the school, on file with the IT Director.	
<u>Signature of IT Director</u>	<u>Date Signed</u>