

Grades 9-12 Student Acceptable Use Policy for Digital Information, Communication, and Technology Resources – File 9.9.5

Scope of Policy

Quincy Public Schools (QPS) provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by QPS teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

WHAT IS THE AUP?

AUP stands for “Acceptable Use Policy.” It means that you agree to only do “acceptable” things when you are using Quincy Public Schools (QPS) computers. QPS has rules that all students have to follow when they use the Internet. The “Acceptable Use Policy” tells you and your parents what is “acceptable.” It is a contract that you and your parents must sign for you to be allowed to use QPS computer equipment.

WHY DOES THE QPS HAVE AN AUP?

A lot of people use the QPS’ network and school computers. We need to make sure that everyone feels comfortable and safe using the network. We all also need to make sure that our computers and printers are in working order for everyone to use.

WHY DO I HAVE TO BE RESPONSIBLE FOR WHAT I DO ON THE QPS NETWORK?

Using the Internet in school is a privilege not a right. The QUINCY Public Schools’ network, web pages, and email accounts are NOT private. QPS staff and the QUINCY Police are able to “monitor” everything you do on the school computers. This means someone can read what you write and see the web pages that you visit. THINK -- before you do anything online that you would not want your teachers or parents to see.

WHAT HAPPENS IF A STUDENT DOES NOT DO FOLLOW THE RULES IN THE AUP?

The QPS has “consequences” or punishment for students who use the Internet in unacceptable ways. Just like when someone breaks classroom rules, there are “consequences if you don’t follow the rules in the AUP rules. You need to report to a teacher or another adult anything you see online that does not follow the rules listed in the AUP. If you do not follow this policy, you can lose your computer privileges in school. You can also be punished under the Code of Discipline. The Quincy School Police will get involved if a student breaks a law.

STUDENT RESPONSIBLE USE

1. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNTS AND EMAIL ACCOUNT

I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I

understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.

2. I AM RESPONSIBLE FOR MY LANGUAGE

I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators

3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE

I will use email and other means of communications (e.g. blogs, wikis, chat, instant messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.

4. I AM RESPONSIBLE FOR MY USE OF THE QPS NETWORK

I will use QPS computer resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any QPS computer resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the QPS network for illegal or commercial activities is prohibited.

5. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES

I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.

6. I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE

I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE QPS NETWORK

I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.

8. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY

I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).

9. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE

I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE

I will follow all guidelines set forth by the QPS and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number or school. I will not post photos of students with their first and last names on any online site, including but not limited to: blogs, wikis, and discussions forums.

Parents/Guardians:

As the parent or guardian of this student, I have read the Acceptable Use Policy for QPS and have discussed it with my child. I understand that computer access is provided by QPS and is for educational purposes in keeping with the academic goals of QPS, and that student use for any other purpose is inappropriate. I recognize that it is impossible for QPS to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's technology activities at home should be supervised as they can affect the academic environment at school. I hereby give my child permission to use technology resources in the QPS.

Student's Last Name

First

Middle

Parent/Guardian Signature

Date Completed

STUDENTS MUST SIGN THE STATEMENT BELOW REGARDING INTERNET USE:

As a QPS student, I understand that the use of the school network and e-mail is a privilege, not a right. I understand that my school network and e-mail accounts are owned by the QPS and are not private. QPS has the right to access my information at any time. I understand that QPS administrators will decide what conduct is inappropriate use if such conduct is not specified in this agreement. I will use technology in a manner that complies with laws of the United States and the Commonwealth of Massachusetts. I understand that I am to notify an adult immediately if I encounter material that violates appropriate use. I understand and will abide by the Acceptable Use Policy. I will use QPS technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users. I understand that consequences of my actions could include possible loss of technology privileges and/or school disciplinary action as stated in the QPS Policy Manual or the Rights and Responsibilities Handbook and/or prosecution under state and federal law.

Student's Signature

Date Completed