

## **Grades PK-8 Student Acceptable Use Policy for Digital Information, Communication, and Technology Resources – File 9.9.6**

### **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 will not give my password to anyone. I will log off from my account when I am finished. If I see another person’s work on a computer screen, I will tell an adult. I will wait to use the computer until an adult has removed the material.

**2. I AM RESPONSIBLE FOR MY LANGUAGE.**

I will only use language on the Internet and in my school email that I would use in the classroom with my teacher. I will not use bad words when I use a computer.

**3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.**

I will not write anything mean or hurtful to another person. I will not be a bully or make fun of anyone. I will not “stalk” any person online or by text message. I will tell a teacher if I see anything hurtful to another student online.

**4. I AM RESPONSIBLE FOR MY USE OF THE QUINCY PUBLIC SCHOOLS’ NETWORK.**

I will not look for web pages with pictures, words, or sounds that are not appropriate in school. I will not look for web pages or documents about sex, violence, or weapons. I will not download any files, including music and video files, unless a teacher gives me permission.

**5. I AM A RESPONSIBLE MEMBER OF MY SCHOOL WHEN I AM ONLINE.**

I will not write anything or post pictures or video that is hurtful or embarrassing to anyone on Facebook, Twitter, Instagram, Snapchat or any other site.

**6. I AM RESPONSIBLE TO BE HONEST ABOUT WHO I AM ONLINE.**

I will not pretend to be anyone else online. I will not send email, create an account, or post any words, pictures, or sounds using someone else’s name. I will not use another person’s login name or password.

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

I will not try to change security settings or install any software on school computers without permission. I will not use a phone, personal laptop, or any electronic device in school without a teacher’s permission.

**8. I AM RESPONSIBLE FOR PROTECTING QPS PROPERTY.**

I will not break or destroy any computer equipment on purpose. I will not move any equipment, including keyboards and mice, without permission.

**9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE’S PROPERTY ONLINE.**

I will not “plagiarize.” When I use information from a website, I need to let people know where I got the information. I will cite my sources. I will obey copyright laws and will not download words, pictures, video, or music that belongs to someone else.

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

I will not publish any material on a school website, wiki, blog, podcast, or discussion group without permission. I will not publish a picture, including my picture, with the person’s first or last name in the caption.

