



# ACCEPTABLE USE GUIDELINES FOR STAFF AND STUDENTS



## Digital Citizenship

It is a goal of AAPS to develop good Digital Citizens that can make decisions and operate technology with appropriate and responsible use. At all time, while using district technology resources, students and staff shall demonstrate appropriate and responsible use in the themes of Digital Citizenship.

### For Example:

A Good Digital Citizen:	A Good Digital Citizen DOES NOT:
<ul style="list-style-type: none"> <li>• uses technology resources for learning</li> <li>• uses good netiquette</li> <li>• respects privacy, their own and others</li> <li>• respects copyright and other laws</li> <li>• protects themselves from technological dangers such as identity theft and other predators</li> <li>• is a life-long learner</li> <li>• keeps passwords private</li> </ul>	<ul style="list-style-type: none"> <li>• use profanity in electronic communications</li> <li>• share obscene/pornographic materials electronically</li> <li>• use technology or network resources in an illegal or unethical manner</li> <li>• hack into others information</li> <li>• download illegal music</li> <li>• plagiarize</li> <li>• create or distribute worms or viruses</li> <li>• hamper the operations of the AAPS network</li> <li>• cyberbully</li> </ul>

References:

[http://www.digitalcitizenship.net/Nine\\_Elements.html](http://www.digitalcitizenship.net/Nine_Elements.html)

## Expectations and Responsibilities

Staff	Students
<ul style="list-style-type: none"> <li>• AAPS staff are expected to be familiar with the school policies concerning student technology use.</li> <li>• All staff who utilize school technology for instructional purposes with students have a professional responsibility to help students develop information literacy skills.</li> <li>• School personnel have a responsibility to protect and respect the confidentiality of all electronically stored student, parent, and staff information according to federal and state laws.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are encouraged to use technology equipment under adult supervision to further learning opportunities.</li> <li>• Students shall not provide their name, address or photograph to people or companies on the Internet and Web without permission of parent(s) and a teacher.</li> </ul>
<ul style="list-style-type: none"> <li>• Do not install any software on District computers without permission from the District technology support staff.</li> <li>• Keep your passwords secret, change passwords if asked, and respect the privacy of others' passwords.</li> <li>• E-mail messages are not secure or private. Confidential information should not be sent via e-mail. District e-mail is subject to FOIA (Freedom of Information Act) requests.</li> <li>• Licenses are purchased for the rights to use most software. Don't make a copy of district software for use on other computers.</li> <li>• Treat district technology equipment with care.</li> </ul>	

- Participate in training to learn how to properly use technology equipment.
- Connect your own computer to the network only with permission of a district technical support person.
- Do not run a personal business using school resources.

**Technology Equipment & Computer Files**

- District computers in public areas are for the use of all AAPS users. Some computers may be restricted to certain user groups.
- Computer files are personal property. Get the owner’s permission before opening, moving, deleting or duplicating the computer files of others. Do not attempt to “hack” or otherwise alter programs or files that you do not own.
- Staff have the right to view any data that is stored electronically by students on a district workstation or fileserver.
- District file servers and workstations are subject to FOIA requests.
- Back up school-related or professional files to the district internal storage server.
- Individuals are responsible for backing up personal files on a personal storage device.
- Files could disappear accidentally, and the district is not responsible.
- Privacy of files is not guaranteed.
- Storage limits are determined by the district and are subject to change.

**Copyrighted Information**

- Copyright is a form of protection provided by the laws of the United States (title 17, *U. S. Code*) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. The district shall adhere to the provisions of U.S. Copyright Law including fair use.
- Refer to <http://copyright.gov/>

**CIPA Compliance**

- In compliance with the Children's Internet Protection Act (CIPA) and Michigan PA212, AAPS will filter Internet access that protects children from child pornography, obscene materials or materials harmful to minors, and adults from child pornography and obscene materials at schools and libraries.
- Refer to : <http://www.fcc.gov/cgb/consumerfacts/cipa.html>

**Consequences of Inappropriate Use of Technology Equipment**

- Violations of the AAPS AUP, including all guidelines referred to above, may result in restrictions, suspension or revocation of electronic use privileges by the Director of Technology or designee.
- Users violating any of these privileges and responsibilities may face additional disciplinary action as appropriate.
- Appeals may be made according to the Rules and Regulations of the AAPS.

 RETURN TO SCHOOL OFFICE

*Please cut and return to your school the Computer Use Agreement card to the right. Thank you.*

**COMPUTER USE AGREEMENT**

In return for the privilege of using the resources of the AAPS Computing Environment, I agree to abide by the *Rules and Regulations for Use of the AAPS Computer Environment*. I understand that failure to follow these rules can result in having my privileges restricted or taken away.

Staff Name (Please Print)	Email Username
Date	Birth Month/Day (to distinguish duplicate names)
School/Building	Signature