University School Responsible Use Policy (RUP)
Grades K-5   2020-2021

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Internet access is available for all students only as an educational resource.
- I will not go to websites that are not appropriate for learning.
- I will inform a teacher immediately if any inappropriate sites are accessed while I am online.
- I will not attempt to bypass the Internet filter to access a blocked website.
- I will not remotely access computers outside the system's network.

The computer, software, iPads, and network are available for all students only as an educational resource.
- I will treat the computers, iPads, and hardware with respect and not cause damage to them.
- I will not share my username and password with anyone nor will I use another student's username and password (for any technology resource.)
- I will not share my iPad or other school-issued equipment with others unless instructed to do so by a teacher.
- I will not access, alter, or delete another person's information/files on any computer, iPad, or other device.
- I will follow copyright law in my projects and give credit to my resources (authors and/or websites).
- I understand that teachers and administrators may monitor all student activities on the network and devices.
- I will not illegally distribute, install, or reproduce copyrighted software on electronic devices.
- I will not use my device to facilitate any illegal activity, or use it for commercial or for-profit use.
- I will not use the computer network to attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
- I will not utilize school district or individual school names, logos, or trademarks without permission.
- I understand that students are responsible for storing and backing up their own data.

School-issued devices are set-up and the software programs are selected for all students only as an educational resource.
- I will not download, install, or remove software/apps or media without permission and direction from a teacher. The school takes every precaution to protect the personal information of all students. Students may require accounts to access online resources or applications. Online resources and applications are vetted beforehand to ensure compliance with FERPA with regards to protecting personal information. If additional information is needed, the school will seek the consent from

the student and/or parent depending on the circumstances. An active list of vetted resources is located on the school's web page.

- I will not personalize the external appearance of my school-issued device.
- I will not change the district settings on my device.
- I will not remove the asset tag or any licensing tags or manufacturers stickers from the bottom of the device.

Good Digital Citizenship should be practiced <u>on and off campus.</u>
- I will only use online communication (email, instant messaging, chat rooms, blogs, wikis, etc.) for educational purposes on school devices.
- I understand that all school-issued email communications are stored and may be accessed and examined by teachers and administrators at any time.
- I will always use proper and appropriate language and my best writing skills (including adhering to copyright policies).
- I will never give personal information (my name, address, telephone number, etc.) to someone online.
- I will never use online communication to harass or bully anyone.
- I will not engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting content that is inappropriate or considered harmful to minors.
- I understand that I should not share or post pictures or recordings of other individuals without their consent (or parental consent for minors).
- I will not use technology to transmit material likely to be offensive or objectionable to recipients.

Personal Devices should be only used as an educational resource (cell phones, e-readers, etc.)
- I will not access the Internet using my personal devices (either school Wi-Fi or using cellular data) while at school.
- If I bring a cell phone, it will remain turned off and in my backpack for the duration of the school day.
- I will only use e-readers at school with teacher permission and supervision or during designated times determined by the administration.
- I will accept all responsibility if my device is lost, stolen, or damaged on school property.
- I understand that teachers and administrators have a right to examine any personal device at any time.
- I understand that my teachers and or my school may set additional requirements and restrictions for personal devices.

School Email
- I will only use email when directed by a teacher and for instructional purposes. (University School may provide students with a **closed-campus** email account).
- I understand that my email usage may be monitored and archived. There is no

expectation of privacy with school email accounts.

If I don't follow the Responsible Use Policy (RUP):
- I may lose the privilege of using computers, iPads, and/or the Internet at school.
- I understand that I may be held financially accountable for any deliberate or negligent damage to equipment.
- I understand that the administration will determine disciplinary and/or financial consequences for RUP violations.
- I understand that certain willful misuse may result in criminal prosecution under applicable state and federal law.

School-Issued Device Damage Charge Information
Damage caused by willful or deliberate actions would be the financial responsibility of the family (repair or replacement cost).

I have read and agree to the University School Responsible Use Policy

_____ (Student's Name)

_____ (Student's Signature) _____ (Date)

_____ (Parent/Guardian's Name)

_____ (Parent/Guardian's Signature) _____ (Date)