

Vail Schools

Responsible Use Policy

You have a wonderful opportunity before you! You have the opportunity to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. You will be able to access the Internet with school resources. However, as with all tools, there are precautions to be taken. This Responsible Use Policy (RUP) will outline some of those, provide direction for the use of the resources, and you will affirm your commitment to this RUP. Remember, this Responsible Use Policy is simply a guide and both good judgment and good decisions are your first step in using technology safely and appropriately.

In VUSD, students follow the ACT Statement when they use technology.

Are Respectful and Trustworthy

- Respect all technology equipment and take good care of it.
- Respect, self, peers, teachers, and staff when using technology. ○ Be polite, and use no vulgar, harassing, or bullying language or behaviors...
 - When using electronic communication
 - When using social media
 - When posting online
- Respect the network.
 - Do not waste system resources or disrupt the others' use of the network, such as unnecessary printing, file storage, and high bandwidth activities (streaming movies/music).
 - Do not load or execute non-approved programs, websites, scripts, or content without express permission of the school tech staff and the supervising staff member (teacher, librarian, etc.).
- Respect other people's work. (Copyright and Plagiarism)
 - Copyright infringement and plagiarism are not acceptable. All sources used must be cited.
 - Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright.
 - Plagiarism is when you take someone else's work and present it as if it were your own.

Care About Each other

- Care about yourself and peers when engaged with technology.

- Do not engage in cyberbullying of any kind, including on social media sites, using messaging, or anytime you're working online, whether you're at home or at school.
- Always conduct yourself in a responsible, ethical, and polite manner ●
- Care about the technology equipment.
 - Do not eat, or drink when using technology.
 - Keep the equipment clean and sanitary.

Take Responsibility

- You understand that technology, and access to devices and the network, is a privilege and not a right.
- You are responsible for your actions when using technology.
 - Remember to keep yourself safe, do not do the following:
 - Send or display offensive messages, pictures, or language
 - Give personal information, such as complete name, phone number, address, or identifiable photo, without permission from teacher and parent or guardian.
 - Harass, insult, or cyber bully others
 - Damage or modify computers, computer systems or computer networks
 - Use others' login information
 - Trespass in others' folders, work or files
- Do not cause intentional damage to hardware or software in any way.
- Be responsible when using the network
 - Only use your username and password.
 - Never login under another user's account.
 - Don't use another student's computer without their knowledge or as a joke.
 - Protect your login information for all websites and services
 - Only go to appropriate sites. Never bypass or attempt to bypass filters, including the use of proxies or other methods of anonymous access. While at school, do not access the Internet via a non-Vail network, such as with a cell phone data plan or separate router.
 - Don't intentionally waste resources
 - You may not use school technology for personal reasons, such as games, shopping, keeping in touch with friends, making money, impersonating others, or other commercial reasons.
- Be responsible for your data and use of data

- You are the only one responsible or accountable for the quality of the information you find online
- The school and district are not responsible or liable for any data loss or inaccuracy.
 - You are responsible for backing up and storing your data.
- Be responsible for your online actions & aware of your digital footprint ○
 - Keep your communications school-appropriate.
 - Don't engage in personal attacks or harassment.
 - Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Electronic communication doesn't show sarcasm or wit as well as you might think.
 - Respect privacy (yours and everyone else's). Do not repost a message without the permission of the person who sent it.
 - Don't share personal information.
- You are responsible for everything that happens to your assigned device. ○
 - Respect device loaners as though they are the originally issued device. ○ Know that should a loaner suffer damage, the student who possesses it at the time is responsible for the damages to the loaner device.
- You are responsible for any content on your device regardless of how it originated.
- Report any issues, including loss or theft, to the appropriate school and law enforcement authorities as soon as possible.
 - If a device is stolen, case numbers need to be provided to school administration and technology staff immediately.

Discipline:

The best discipline is self-discipline. Should the need arise for discipline beyond that regarding the use, or misuse, of your device, your school's administration will determine the appropriate action. The administration will follow the school's code of conduct and Vail School Board policies, but there may be additional consequences for misuse of technology with possible disciplinary outcomes that could include: suspension, reduced application permissions, loss of access, or possible legal action.

Miscellaneous : As part of the educational process, students will have access to Vail School District vetted and approved tools, apps, programs, extensions, and other Third Party Resources. Some of these resources will be delivered through Google and/or accounts utilizing their district-provided credentials.

All electronic devices brought onto a Vail School District campus are subject to search

and seizure. For BYOD devices (if allowed at your site), you give express written agreement that the Vail School District may install required software, certificates, or change settings in order to satisfy State of Arizona, School, or District requirements. These include but are not limited to filter settings or certificates, state testing web browsers, local remote access applications, or wireless settings. Admin passwords are not being requested but may be necessary for software installation. Malicious or filter bypass software or other inappropriate use may cause a user to be banned from using a BYOD device.

The Vail School District does filter the Internet in an effort to block material that is not appropriate for students. Your district-provided device will tap into that same filtered Internet whether you are at school or at home. You will not be allowed to configure your laptop's Internet access. Note that BYOD devices are NOT filtered when they are not connected to the district network. Remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites. *Parents accept full responsibility for supervising their child's use when not in a school setting.* Users should not expect that files and messages stored on or transmitted via Vail networks will always be private. These may be monitored to maintain system integrity and ensure compliance with policies. Non-Vail equipment may be searched if there is reasonable suspicion that school policies are being violated, whether or not it is connected to the Vail network. Remember that a district-provided device is not yours. It belongs to the school district.

Keep nothing on your devices that is so private that you wouldn't share it with a teacher, the principal, the tech department, or your parents. Assume that your device can keep no secrets, because it can't. Any device will be treated like a backpack - it can be searched. *Please remember that use of Vail technologies is a privilege, not a right, and inappropriate use may result in a restriction or cancellation of those privileges.*

Connecting to Home Internet Service

The Vail School District does not provide home Internet service; this service must be purchased from an Internet service provider and is the responsibility of families. Home connections are not required for participation in 1-1 programs at our schools. Not all internet service providers are compatible with our internet settings, and home internet service is not guaranteed. Free internet service is available in community areas like public libraries, but this service may not always work with district-provided devices. If you have difficulty obtaining internet service, Vail Schools may be able to help you obtain access; please contact your school for more information.

Should the need arise, the Responsible Use Policy may be modified at any time by the

Vail School District.

Vail School District Responsible Use Policy

By signing below, we accept and agree to the Responsible Use Policy. A separate application signifying Self-Insurance acceptance or rejection should also be submitted.

Student Name _____ Grade _____ Student # _____

Student Signature _____ Date _____

Parent Name _____

Parent Signature _____ Date _____

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