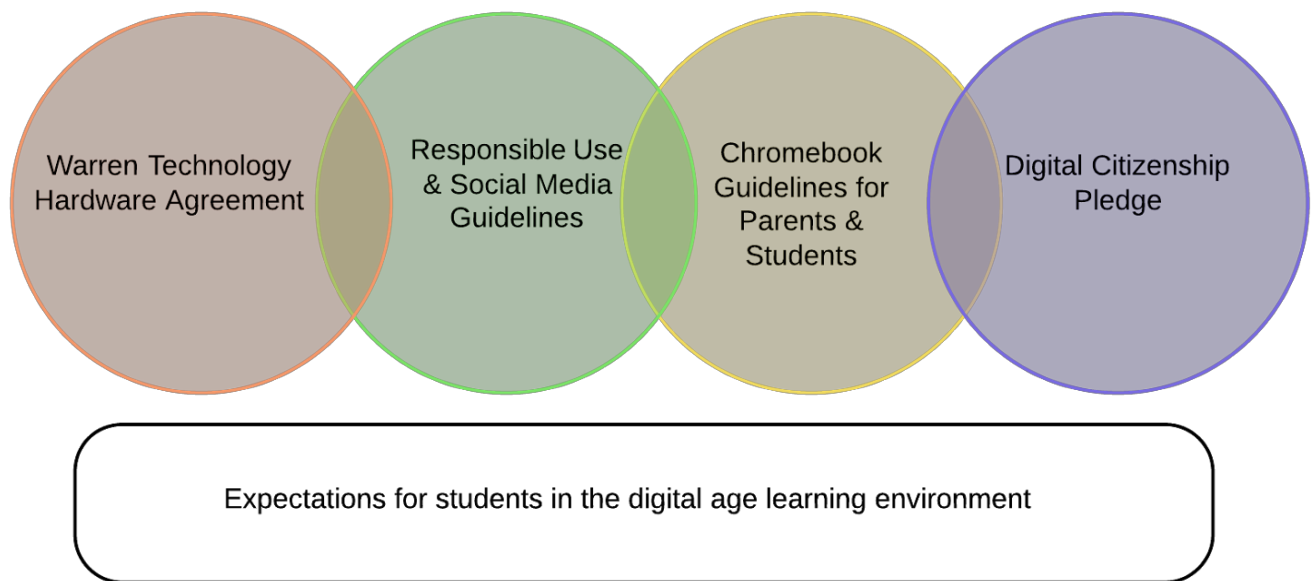


iConnect@**W**arren



Introduction to iConnect@Warren

The iConnect@Warren initiative has been designed to provide structure to the new features of Warren’s learning environment and the opportunities this environment affords. We chose the idea of “connecting” as a theme because it captured so much of the innovation and change that is underway in Warren. The hope and vision is for all Warren learners, educators, and students to be able to say . . .

“I connect . . .

. . . with my fellow learners and experts.” (*Who?*)

. . . with digital content and virtual/online learning experiences” (*What?*)

. . . to my digital age learning environment from anywhere and anytime.” (*When? Where?*)

. . . to become an accomplished digital age learner and to achieve my full potential.” (*Why?*)

Who, What, When, Where, Why . . . all important questions to consider as Warren undertakes one of the biggest shifts in its history—a shift toward digital age and personalized learning.

Warren’s Shift to Digital Age Learning Environments

Our physical environment has changed. Warren classrooms have been updated with new technologies/network capabilities and new learning spaces (mediaplexes) have replaced the former media centers in the middle schools. All students (1st grade through 12th grade) will now have access to Internet connected devices for the entire school day and secondary students, grades 9-12, will have 24 x 7 access. With the full adoption of Google Apps for Education and the implementation of new software systems over the coming year, Warren learners will have access to a digital age learning platform that supports learning 21st century style. New curriculum is being developed so that all students are provided access to content that will help them learn in these new environments and with these new tools.

Overview of Digital Age Learning Expectations & Chromebook Responsibilities

Warren students and their parents/guardians should be familiar with and understand the content of the following documents:

Section	Purpose
1. Warren Technology Hardware Agreement	Provides a broad set of guidelines covering all types of Warren-provided technologies whether used on school grounds or not. This is the official policy of the Warren School Board with regard to responsible use.
2. Responsible Use & Social Media Guidelines	Focuses the intent of the board policy in an “easy to remember” acronym to help students remember the intent of being a good digital citizen.
3. Chromebook Guidelines for Parents & Students	A set of guidelines and protocols for students and parents to follow with Warren-issued Chromebooks to ensure that they are handled carefully and so that students have access to technology each school day.
4. Digital Citizenship Pledge	A student level commitment to ethical use of technology resources.

Students in grades 1 through 12 in MSD Warren Township will be issued Google Chromebooks for use in school. High school students (grades 9-12) will be permitted to take these devices home.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

OWNERSHIP of the CHROMEBOOK

The Metropolitan School District of Warren Township retains sole right of possession of the Chromebook, Chromebook charger, and Chromebook case. The Chromebooks are on loan to the students for educational purposes for the academic year. Moreover, Warren administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access to alter, add, delete installed software or hardware.

In no event shall the Metropolitan School District of Warren Township be held liable to any claim of damage, negligence, or breach of duty.

RESPONSIBILITY for the CHROMEBOOK

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Comply with the Responsible Use Policy and all policies of the school corporation when using their Chromebooks.
- Bring the Chromebook to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. Note: A fully charged Chromebook should last 6.5 hours charged.
- Treat the device with care and never leave it in an unsecured location.
- Keep the device in a protective case when transporting to and from school and in transit between classes in school
- Promptly report any problems with their Chromebook to tech support (high school) or the teacher (elementary, intermediate, and middle school students).
- Make no attempt to remove or interfere with the serial number and other identification.
- Make no attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Make no attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- Keep the device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc..) other than approved computer screen cleaners.

RESPONSIBILITY for ELECTRONIC DATA

The students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

COPYRIGHT AND FILE SHARING

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Responsible Use Policy.

SPARE EQUIPMENT and LENDING

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the

student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not OPT to keep an inoperable Chromebook to avoid doing class work due to loss or damage. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

INSURANCE

The school will repair or replace damaged equipment resulting from normal use. The student should expect to be charged for damage outside the normal use of the device. All other breakages will be the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new Chromebook (\$250), charger (\$32), and case (\$40).

If a high school student ceases to be enrolled, the student agrees to return the Chromebook in good working order or pay the full \$250.00 replacement cost. In addition, the student must also return both the Chromebook charger and the Chromebook case. If one or both of these items is not returned, the student/parent agrees to pay \$20 for the charger and \$20 for the case. Students and families share in the responsibility for caring for this new technology and using it responsibly. In the pages that follow, there are guidelines and information to help parents understand the expectations surrounding the privilege of using Warren Technology resources.

Warren Technology Hardware Agreement

MSD Warren Township Board Policy . . .

“Adopted Technological resources, including but not limited to iPads/Chromebooks, at MSD Warren Township are used for supporting the educational experience and mission of the school district. MSD Warren Township's goal is to promote educational excellence by facilitating creative thinking, resource sharing, scholarship, research and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Student Rights and Responsibility Handbook. As information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate or use. They may encounter information that is inaccurate, controversial or inappropriate. To ensure that students will benefit from their iPads/Chromebooks, and the schools computer/Internet resources, all users are expected to adhere to the following guidelines.”

Responsible Use

1. Students are solely responsible for the care and safekeeping of their iPads/Chromebooks on and off MSD Warren Township property. Any loss or damage to student owned iPads/Chromebooks is the financial responsibility of the student/guardian. Students must immediately report damage or loss, including theft, to MSD Warren Township.
2. Members of the MSD Warren Township community will use iPads/Chromebooks, along with all other electronic communication and computing devices, in a responsible, ethical and legal manner at all times.
3. Computer labs and MSD Warren Township owned equipment must be used for school-related purposes only.
4. Common sense and good judgment is expected to be used at all times.
5. Respect for and proper care of computer equipment is expected to be shown at all times. Food and drink are not permitted near computers.
6. Users must not engage in deliberate attempts to damage or disconnect computer equipment or peripherals, alter hardware components, change security configurations, develop or activate viruses, install unauthorized software or change settings.
7. In order to maintain the safety and security of the MSD Warren Township community, iPad/Computer activity, including communications, Internet history and other uses may be subject to monitoring by MSD Warren Township. With respect to students' privacy, such monitoring would only occur if reasonable suspicion of inappropriate activity or probable cause of policy violation is present.
8. All files created, sent, received and stored on MSD Warren Township owned equipment are the property of MSD Warren Township.
9. Only authorized, licensed MSD Warren Township-installed software can be used on MSD Warren Township owned iPads/Computer Lab technology. Users must not install software of any kind (legally licensed or otherwise) without the expressed permission of the MSD Warren Township IT Department. Chrome Web Store applications may be install for school-related purposes only.
10. There is limited bandwidth and space for saving files and users must respect these resource limits.
11. This agreement will extend for the period a student is in attendance at MSD Warren Township.

-- end board policy --

Responsible Use & Social Media Guidelines

It is the understanding of Metropolitan School District of Warren Township that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of an engaging, student-centered, and collaborative learning environment. It is understood that all of our computer networked services are provided exclusively for educational purposes.

MSD Warren Township filters all internet traffic it provides for the purpose of safeguarding staff and students from harmful content. Warren also provides supervision and education related to appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. However, it is still the responsibility of all students to make sure they comply with providing a safe and secure learning environment when using technology. MSD Warren Township encourages parents/guardians to supervise their child(ren) when using technologies from home.

The acronym C.L.E.A.R. highlight and condenses the key concepts contained in the “responsible use” section in Warren’s Technology Hardware Agreement.

CLEAR: Considerate, Legal & Ethical, Appropriate and Responsible

Considerate: People in our community reflect a diverse set of customs, values, and points of view. Digital communication should be respectful, polite, and considerate of others.

Legal & Ethical: Respect copyright laws by copying media including text, music, and videos only with permission and by crediting and citing the source where the information was found. It is a good general practice to link to others’ work rather than reproduce it. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on MSD Warren computers.

Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (i.e. printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

If you see someone not abiding by these CLEAR principles, report the abuse/misuse to a responsible adult.

Website and Social Media Guidelines

THINK before you act, because your virtual actions are real and permanent.

Guidelines
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not SHARE your password with anyone besides your teachers and parents.
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit some else's work, be sure it is in the spirit of improving the writing.
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

Chromebook Guidelines for Students and Parents

This document provides detailed information to parents and students about caring for the technology being entrusted to them.

1. Receiving a Chromebook

a. Student Signature

Students are expected to sign the student Rights and Responsibilities Handbook document during the registration process and prior to receiving a Warren-issued device.

b. Student Distribution

Students in primary (grades 1-4), intermediate (grades 5 & 6), and middle school (grades 7-8) will be assigned Chromebooks by their classroom teachers. High school students (Grades 9-12) will receive their Chromebooks and cases during registration.

c. Transfer/New Student Distribution

All transfers/new secondary students (grades 9-12) will be able to pick up their Chromebooks from one of the Chromebook support centers located within the school.

2. Returning the Chromebook (Secondary Students, grades 9-12)

a. End of Year

At the end of the school year, students will turn in their Chromebooks, charger and case. Failure to turn in a Chromebook (\$250), charger (\$20), and case (\$40) will result in the student being charged the full replacement cost of these items. The District may also file a report of stolen property with the local law enforcement agency.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Warren must turn in their Chromebooks, charger and case to the Mediaplex on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost for each missing asset (chromebook, charger, case). Unpaid fines and fees of students leaving Warren may be turned over to a collection agency. Warren may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of the Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Secondary students (grades 9-12) with Chromebooks that are broken or fail to work properly must take the device to one of the Chromebook support areas within the school as soon as possible so that they can be taken care of properly. Elementary/Intermediate/Middle students (grades 1-8) with Chromebooks that are broken or fail to work properly must report the problem to their classroom teacher.

District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except when locked in their hallway locker.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate port on the Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping

hazard.

- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual during the school day or otherwise unless requested to do so by school personnel.

b. Carrying Chromebooks

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

c. Opening the Chromebook

- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position. (Figure 1. Opening a Chromebook.)
- The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

d. Closing the Chromebook

- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
- Close the Chromebook using two hands--one at either corner of the screen (Figure 2. Closing a Chromebook.)
- Close the screen gently.



Figure 1: Opening a Chromebook.



Figure 2: Closing a Chromebook.

e. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.

- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Never lift the Chromebook by the screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

f. Asset Tags

- All Chromebooks will be labeled with a Warren asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a Warren asset tag or turning in a Chromebook without a Warren asset tag.

g. Chromebook Cases (Secondary Students)

- Each secondary student will be issued a protective case for his/her Chromebook. The chromebook must stay in the case at all times.
- Students should always put the Chromebook in its Warren issued case for transport within the school and outside of the school.
- Although the cases are padded to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

4. Using Chromebooks

a. All Students:

i. Media

- Inappropriate media (pictures, music, movies, etc.) may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Inappropriate media (images, videos, etc.) may not be stored on or accessed on the Chromebook. The presence of such media will result in disciplinary action.

ii. Audio

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphone use may be permitted at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

iii. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Students may log into a print station to print their work in the library, computer lab or other networked computer with printing capabilities.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here:
<http://www.google.com/cloudprint/learn/>.

iv. Network Access and Security

- Students will log into their Chromebooks using their school issued Google Apps for Education account (studentalphakey@warren.k12.in.us) and their password (lunchpin+birthyear).
- Students should never share their account passwords with others, unless requested by an administrator.

v. Managing and Saving Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be

accessed from any computer with an Internet connection and from most mobile Internet devices.

- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media (although many cloud-based applications, including Google Docs, automatically save work).
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

vi. Following Classroom Guidelines

- Students are responsible for following school and classroom specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.

b. Secondary students (Grades 9-12): *Secondary students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.*

i. If a student does not bring his/her Chromebook to school

- Students should indicate to their teacher that they do not have a Chromebook with them.
- Teachers may direct the student who has forgotten the Chromebook to seek the assistance of another student to view information.
- Loaners are not available for students who forget their Chromebooks at home.

ii. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when their school-issued Chromebook is being repaired in the Chromebook support area.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home. (Students will receive an e-mail notice when their computer is ready. The loaned computer must be turned in to receive their Chromebook.)
- Loaner devices must be carried and stored in cases.

iii. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

iv. Using a Chromebook Outside of School

- Secondary students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet.
- Students are bound by the *Warren Responsible Use Policy*, Administrative Procedures, the Chromebook agreement, and all other guidelines in this document wherever they use their Chromebooks.

5. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

6. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet access provided by the district filtered, protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

7. Software**a. Google Apps for Education**

- Chromebooks seamlessly integrate with the Google Apps for Education (GAFE) suite of productivity and collaboration tools. This includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students will have the ability to download apps and extensions from the Chrome Web Store.
- Students may be asked to download apps or extensions as part of class work. Students are expected to follow instructions and be prepared for class by having apps or extensions that have been indicated by their teachers.
- Some web apps or extensions will be available to use when the Chromebook is not connected to the Internet.
- Apps are also subject to internet filtering.

8. Chromebook Identification

- a. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.
- b. Each student will be assigned the same Chromebook for the duration of his/her time at Warren. *Take good care of it!*

9. Repairing/Replacing Chromebooks**a. Tech Support for Chromebooks (Secondary Students, grades 9-12)**

- All Chromebooks in need of repair must be brought to the school Chromebook support area as soon as possible.
- Student technology assistants working in the Chromebook support area may analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.

b. Tech Support for Chromebooks (Elementary, Intermediate, and Middle School Students)

- Broken or non-working Chromebooks should be reported to the help desk by the teacher through

established protocols provided to the teacher.

c. Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to a Chromebook support area in the user's school.

10. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

11. Chromebook Resources

- a. [http:// www.google.com/Chromebook](http://www.google.com/Chromebook)
- b. <http://www.techrepublic.com/blog/google-in-the-enterprise/ten-ways-to-maximize-your-google-drive/1989>
- c. <http://www.teachthought.com/technology/10-google-drive-tips-and-tricks-for-students/>
- d. <http://www.teachthought.com/technology/52-tips-and-tricks-for-google-docs-in-the-classroom/>
- e. <https://sites.google.com/a/googleapps.com/edu-training-center/Training-Home>
- f. <http://www.google.com/edu/students/index.html>

Digital Citizenship Pledge

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Responsible *Use Policy* and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will **protect** others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, **books**, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that **violates** their licenses.