Vail Middle Schools
Responsible Use Policy 2021-22

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. The Internet has great promise for sharing ideas and knowledge; it also has the potential for misuse. The Vail School District does filter the Internet in an effort to block material that is not appropriate for students. However, as with some tools, there are cautions to be taken. This Responsible Use Policy (RUP) will outline some of those cautions, provide direction for the use of the resources, and you will affirm your commitment to comply with this RUP.

In Vail, students follow the ACT Statement when using technology.

Are Respectful and Trustworthy

- Respect the technology equipment (chromebooks, tablets, projectors, document cameras, cameras, and printers). Treat it as their own.
    - Use all protective means possible to care for the device and charger.
- Respect, self, peers, teachers, and staff when using technology.
    - Be polite, and use no vulgar, harassing, or bullying language or behaviors...
        - When using email
        - When using social media
        - When posting online
- Respect the network and devices.
    - 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 or content without express permission of the school tech staff and the supervising staff member (teacher, librarian, etc.). Ask before doing.
- Respect other people's work. (Copyright and Plagiarism)
    - 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. Plagiarism is not acceptable and is not tolerated. All sources must be cited.

Care About Each Other

- Care about self and peers when engaged with technology.
    - Do not engage in cyberbullying on any technology, such as: social media, email, etc.
    - Always conduct yourself in a responsible, ethical, and polite manner
    - Use email appropriately and carefully

- Understand that school-issued devices and accounts can be searched and monitored
- Care about the technology equipment.
  - Do not eat or drink when using the equipment.
  - Keep the equipment clean and sanitary.

Take Responsibility

- You understand that technology, and access to it, is a privilege and not a right.
- You are responsible for your actions when using technology.
  - Do not engage in the following:
    - Sending or displaying offensive messages or pictures
    - Using obscene language
    - Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
    - Harassing, insulting, cyber bullying, or attacking others
    - Damaging or modifying computers, computer systems or computer networks
    - Violating copyright laws
    - Using others' passwords
    - Trespassing in others' folders, work or files
    - Intentionally wasting resources
    - Employing the network for commercial purposes, financial gain, or fraud
  - 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.
  - 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.
- 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
  - You are the only one responsible for backing up and storing your data.
  - The school and district are not responsible or liable for any data loss or inaccuracy
- Be responsible for your online actions & aware of your digital footprint
  - Keep your communications school-appropriate.

- o Don't engage in personal attacks or harassment.
- o Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email/Posting doesn't show sarcasm or wit as well as you might think.
- o 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.
  - o Respect device loaners as though they are the originally issued device.
  - o 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.
  - o If a device is stolen, case numbers are provided to school administration and technology staff immediately.

Important Reminders & Information

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. Violations of this RUP may result in a loss of access as well as other disciplinary or legal action, per student handbook and/or board policy.

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 contact with appropriate legal entities such as law enforcement for possible misdemeanor or felony charges.

In the event there is an allegation of misuse or violation of the RUP, you will be notified of the alleged violation and have an opportunity to present an explanation. These are your Due Process rights. *Access to the Vail School District network is a privilege, not a right.*

Publishing schoolwork on district websites
Parents, your child may have schoolwork that will be published on district websites. Such publishing requires that the Vail School District have your permission to publish that work. By agreeing to this RUP, you agree to allow the Vail School District to publish your child's schoolwork where appropriate on district-maintained websites.

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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 the Google Play Store and/or accounts utilizing their district-provided credentials.

All technological 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 Internet has great promise for sharing ideas and knowledge; it also has the potential for misuse. 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. The Vail School District does not provide home Internet service; this service must be purchased from an Internet service provider. 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.*

Connecting to your home Internet service
Home Internet service cost is the responsibility of the parents and is 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.

Should the need arise, the Responsible Use Policy may be modified by the Vail School District, preferably with notice.

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By signing below, we accept and agree to the Responsible Use Policy posted on Schoology and school websites.

A separate application signifying Self-Insurance acceptance or rejection has also been submitted.

Student Name _____ Grade _____

Student Signature _____ Date _____

Parent Name _____ Date _____

Parent Signature _____