

# Old Vail Middle School

## Acceptable Use Policy

You have a wonderful opportunity before you! You have the opportunity to use a technological device (iPad, ChromeBook, desktop, etc.) for your education. This device will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. However, as with some tools, there are cautions to be taken. You will be able to access the vast resources of the Internet with your computer. This Acceptable Use Policy (AUP) will outline some of those cautions, provide direction for the use of the computer, and obtain an agreement to comply with this AUP.

### Computers Used at OVMS

As you grow older, you take on more responsibilities. An important job for you is your care of any OVMS device you use. Here are some excellent rules to keep in mind when using your computer:

1. You agree to act responsibly and with good behavior on any device or communications system using Vail School District's wired or wireless network services. The user agrees to follow all School and District rules for behavior and communications. Access is a privilege - not a right.

2. The primary purpose of the District network (including but not limited to the Internet, printers, computers, etc.) is to allow users to conduct School business. Use of District printers will be limited to School related activities.

3. You agree not to tamper with or attempt to illegally access or "hack" any Vail School District computer resources. Intentional damage or misuse of computers or computer networks will be subject to disciplinary action.

4. Don't loan a device to someone else. You are the ultimate person responsible for what happens to the device while using it.

5. You agree to abide by the generally accepted rules of "netiquette" and conduct yourself in a responsible, ethical, and polite manner while using any Vail School District computing and communication resource.

6. The Vail School District makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing. By signing below you agree that the Vail School District assumes no responsibility or liability for any loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at your own risk. The Vail School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. Although the district backs up critical data, YOU are ultimately responsible for backing up your files.

7. Food and drink have a way of finding your device. Don't eat or drink with your device, it makes poor company.

8. Treat devices correctly. Dropping a device onto a desk or the floor can be damaging. Don't stack things on top of it.

# Safety Issues

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. Remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites. The Vail School District does not guarantee, (implied or otherwise), the factual reliability of any information on the Internet.

## Some Do's and Don'ts:

1. Remember that the computer is not yours personally. It belongs to the school district. Keep nothing that is so private on it that you wouldn't share it with a teacher, the principal, the tech department, or your parents. Computers will be treated like a school locker-it can be searched. Files stored on school computers will not be private. You also agree to allow authorized Vail School District personnel the ability to review any and all files, data, messages, and email at any time with or without notice. You understand and agree that your own personal hardware (such as a different computer) used on district property falls under this AUP. You also understand and agree that you assume all risks and responsibilities when using your own personal computer equipment, and that you will not connect any network-capable devices without prior written permission of the Site Technology Coordinator. This connection privilege can be revoked without reason or notice.

2. Do not reveal identifying information about yourself or others through email or the Internet. That information includes name, age, address, phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information. Identity theft is a growing problem.

3. Don't attempt to override the Internet filtering software or other network configurations.

4. If you wish to ensure your privacy, keep your password to yourself. Sharing a password makes you liable if problems arise. If you know of a security problem on your computer or someone else's, inform the school administration.

## Email

Students will have a school email address and school email access. It will be configured to only send and receive from other Vail School District email accounts.

### **Email etiquette:**

1. Keep your communications school-appropriate.

2. Don't engage in personal attacks or harassment.

3. Use clear, concise, and appropriate language.

4. 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.

## Discipline

The best discipline is self-discipline. Should the need arise for discipline beyond that regarding the use, or misuse, of a computer, OVMS's administration will determine the appropriate action. The administration will follow the OVMS code of conduct, 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 AUP, you will be provided with a written notice 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 to the Web

Parents, your child may have schoolwork that will be published on the Internet, most likely on the OVMS website or teacher Blogs. Such publishing requires that the Vail School District have your permission to publish that work. The work will have a copyright notice prohibiting copying such work without express written consent. Any requests for consent will be forwarded to you. By agreeing to this AUP, you agree to allow the Vail School District to publish your child's schoolwork where appropriate.

## Copyright Infringement and Plagiarism

You must respect the rights of copyright owners. Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright. If you are unsure if something can be legally copied, request permission to copy from the copyright holder. You and/or your parents are responsible for any copyright penalties that you commit while using the school's computer. You agree to abide by all patent, trademark, trade name, and copyright laws.

Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable. All sources must be cited.

## Miscellaneous

Your computer can be remotely watched or even controlled.

## Signature

Please sign the attached form and return it to OVMS as soon as possible. Keep the AUP for referencing.

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By signing below, we accept and agree to the Old Vail Middle School Acceptable Use Policy (Revised 7/22/2015).

A copy of the AUP is available for download on the OVMS website:  
<http://ovms.vail.k12.az.us/images/pdf/AUP.pdf>

A hard copy of the AUP will be provided upon request.

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_