

# **Old Vail Middle School Responsible Use Policy 2018-2019**

**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 is 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.**

**At OVMS students follow the ACT Statement when they use technology.**

## **Respectful and Trustworthy**

- Respect the technology equipment (chromebooks, tablets, projectors, document cameras, cameras, and printers). Treat it as their own.
- 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.
  - 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) .
- 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 source of social media, email, etc.
- Care about the technology equipment.
  - Do not eat, or drink when using the equipment.
  - Keep the equipment clean.

## Responsible

- 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
- Be responsible when using the network
  - Only use your username and password. Never login under another user's account.
  - 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 actions when engaged in email/social media
  - 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. Email/Posting 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.
- Your district email can be monitored and reviewed. Please use email appropriately.

## **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 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.

**Understand that use of Vail technologies is a privilege, not a right, and inappropriate use may result in a restriction or cancellation of those privileges. 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.**

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2018-2019**

By signing below, we accept and agree to the above Responsible Use Policy.

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

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

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

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

Advisory Base Teacher's Name \_\_\_\_\_