Pima Unified School District Student Technology Acceptable Use Policy

This Acceptable Use Policy (AUP) will outline some cautions, provide direction for the use of the technology resources, and you will affirm your commitment to comply with this AUP.

1. You agree to act responsibly and with good behavior on any computer or communications system using Pima 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, laptops, etc.) is to allow users to conduct School business.

3. Do not waste school resources by printing excessively. Use of district printers will be limited to school-related activities.

4. You agree not to tamper with or attempt to illegally access or "hack" any Pima School District computer or other network resources. Intentional damage or misuse of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated.

5. It is your responsibility to protect your privacy; keep your password to yourself. Sharing a password, or logging in for someone else or using someone else's password, is strictly forbidden. If you know of a security problem with your account or someone else's, inform the school administration immediately.

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

7. The Pima 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 Pima School District assumes no responsibility or liability for any loss of data. Use of any information obtained via the Internet is at your own risk. The Pima School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. YOU are ultimately responsible for backing up your files.

8. All technological devices brought onto a Pima School District campus are subject to search and seizure.

9. Liquids, even water, will cause corrosion on the electrical parts inside. You are responsible for damage to district technological resources, whether the damage is a broken screen, a corroded electrical part, or a broken keyboard.

10. Do not load or execute non-approved programs from flash-drives, CD's or other portable media onto a district-owned device without expressed permission of the school tech staff. Ask before you do so and every time you do so.

11. You are the person responsible for what happens to your assigned device. You are also responsible for any content on your device regardless of how it originated.

12. Help us to help you by reporting any vandalism or misuse of any school resources to the proper school personnel. Taking apart or attempting to repair your computer is considered vandalism. In addition to the items above the following activities are not permitted:

- • 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

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

Discipline

Should the need arise for discipline 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 Pima 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 notified of the alleged violation and have an opportunity to present an explanation. These are your Due Process rights. Access to the Pima School District network is a privilege, not a right.

Filter:

The Pima School District does filter the Internet in an effort to block material that is inappropriate. Remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites.

Some Do's and Don'ts:

1. Remember that a district-provided device is not yours. It belongs to the school district. Keep nothing on it 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. Files stored on your device will not be private. You also agree to allow authorized Pima 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 electronic hardware (such as a different laptop computer) used on district property falls under this AUP.

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 family member 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. You also agree not to disrupt your school's computer systems and network, or log in as an administrator for the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, or access the internal portion of the device will result in disciplinary action, which can include the possibility of felony charges.

4. Don't access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a school administrator. This includes creating a website or webpage (this includes blogs or sites such as MySpace.com), or adding to an existing website or webpage in order to "bully", intimidate, denigrate, or harass another student or staff member even if you did not use district resources to create, modify, or access the site as this will be considered an interruption of the educational process at school.

5. Don't use your device to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or use another's account. This behavior is related to trespassing and will be treated as such.

6. Don't use your device or the network for commercial, political, or other private purposes. District devices are for schoolwork.

Email

Some students will be provided a district sponsored Gmail account. It is very important that you keep you password secret! Someone else logging into your email and sending inappropriate messages will get you into trouble.

Email etiquette:

1. Keep your communications school-appropriate.

2. Do not engage in personal attacks or harassment.

3. Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email does not show sarcasm or wit as well as you might think.

4. Respect privacy (yours and everyone else's). Do not re-post a message without the permission of the person who sent it. Do not share personal information.

5. Your district email can be monitored and reviewed. Please use email appropriately.

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 or not, request permission to copy from the copyright holder. You and/or your parents are responsible for any copyright penalties that you commit while using your device. 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 and is not tolerated. All sources must be cited.

Miscellaneous

From time to time the tech department may need to update your device. District devices can be remotely watched or even controlled.

Files lost are not the responsibility of the school. If you can not bear to lose a file, then you should back it up yourself. Flash drives are an easy way to do this and are widely available.

The Pima School District is not responsible for replacing lost files or reimbursing for the time and money necessary to replace those files, whether they are purchased music or important documents.
Re-imaging erases a device. Be sure to keep files backed up. All files maybe erased during upgrades or due to hardware/software failures.

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

Pima School District High School Student Technology Acceptable Use Policy

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

Student Name _____ Grade _____

Student Signature _____ Date _____

Parent Name _____

Parent Signature _____ Date _____