



## PCS Student Responsible Use Policy (RUP)

### Statement of Purpose

Peru Community Schools believes that students need access to technology when they act in a responsible, efficient, courteous, and legal manner which supports the district vision and mission. Internet access and other technologies available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. As part of 21st century learning, teachers and students will be using Web Tools which may include, but not be limited to, blogs, wikis, podcasts, and videocasts through appropriate supervision. This may require that teachers create accounts on the students' behalf. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills. Responsible uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology.

#### **I will:**

- Keep private information private. (My password and identity are mine and not to be shared.)
- Treat others with respect, both online and offline.
- Strive to be a responsible digital citizen and encourage others to be good digital citizens.
- Use computers for school-related purposes during school hours.
- Credit my sources when I am using other people's information, images, or other material.
- Respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
- Notify an adult immediately if by accident I encounter content which violate this policy.
- Know where my device is at all times.
- Charge my device's battery daily.
- Keep food and beverages away from my device since they may cause damage to the computer,
- Protect my device by only carrying it in the bag provided or an approved case.
- Take good care of my device and know that I will be issued the same device each year.
- File a police report in case of theft, vandalism, and other acts covered by insurance.
- Be responsible for all damage or loss caused by neglect or abuse.
- Pay for the replacement of my power cord or device case in the event any of these items are lost or stolen.
- Return all issued equipment, complete and in good working condition.

**I will not:**

- Attempt to find ways to go around the district Internet filter (circumvent) in order to access blocked websites.
- Email, Airdrop, or otherwise send or receive classwork or copyrighted material to/from other students.
- Read another students private communications and schoolwork without permission.
- Use improper language or pictures.
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- Pretend to be someone else online.
- Give out my full name, password, address, or any other personal information to someone I don't know.
- Give out full names and addresses of others,
- Look for, read, view, or copy inappropriate pictures or information.
- Load my own software on the District network/device to use at school, unless I have received permission.
- Damage, change, or tamper with the hardware, software, settings, or the network in any way.
- Decorate the physical computer with stickers, writing, or other markings.
- Leave the device unattended.
- Loan out my device to other individuals.
- Disassemble any part of my device and charger or attempt any repairs.

**I understand:**

- Sometimes my computer work may be lost and I should be careful to back up important work.
- Some things I read on the Internet may not be true.
- The computers and network belong to the District and that using them is a privilege, not a right.
- It is my responsibility to make sure that any devices I use on the District network are approved.
- The things I do using a school computer or network are not private and that my teachers and District Staff may review my work and activities at any time.
- If I break any of my promises, I might not be able to use technology or may experience other appropriate consequences.
- It is my responsibility to read and abide by the terms and conditions of all revisions of this policy.

**Consequences for misuse:**

- I might not be allowed to use the computers or the District network if I break these rules,
- I may be suspended or expelled from school if I act irresponsibly.

Student Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

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

Grade: \_\_\_\_\_

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

Grad Year: \_\_\_\_\_