

PROSPECT SIERRA SCHOOL ACCEPTABLE USE POLICY

We ask that all parents review both sides of this page and take time to discuss and review the **Ethical Use Guidelines** on the reverse with your student. **All third grade and sixth grade students and their parents, as well as all students and parents new to the school this year in grades 4-8, must sign and return the AUP on the last page of this letter.** This will be kept on file while your student is enrolled and will allow your student access to the Internet and technology resources at Prospect Sierra.

Dear Parents,

Access to technology and the Internet raises concerns for schools and parents. With access to distant computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information or inappropriate ways to use technology resources. Many schools deal with these concerns by using a document called an Acceptable Use Policy or AUP. Attached is such an agreement, which asks parent, student and teacher to agree to responsible use of the resource they are about to acquire. In general this requires efficient, ethical and legal utilization of technology.

Each year we inform the parents of our younger users and of new students about the school's policies. We review and discuss these policies in class with continuing students throughout the years of their enrollment. Please note that the following is written with all users in mind, and you will need to explain important points at the level of your student's understanding. This is also a good time to set or review guidelines for use at home!

Technology Department x288

- 1) The use of technology at Prospect Sierra School is in support of and consistent with the educational objectives of Prospect Sierra School.
- 2) Users are expected to abide by the ethics embodied in the Ethical Use Guidelines on the reverse.
- 3) The use of technology, including the Internet or other online access, is a privilege. Inappropriate use may result in suspension or cancellation of this privilege, or other penalty.
- 4) Prospect Sierra School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Prospect Sierra School will not be responsible for any damages suffered, including loss of data. Prospect Sierra School specifically denies any responsibility for the accuracy or quality of information obtained through online services.
- 5) Networks accessed by Prospect Sierra School may contain information or material that may be offensive to and/or unsuitable for minors or adults. As Prospect Sierra and even the best filters can not completely control or monitor information accessible on these networks, the undersigned agrees to discharge and hold harmless Prospect Sierra School, its officers, trustees, and employees from any and all claims, liabilities, costs, expenses or obligations of any kind, known or unknown, arising out of their own or their child's use of the networks, except as provided by applicable state and federal law.
- 6) Networked computers at Prospect Sierra use software which allow client computers to be remotely administered for purposes of troubleshooting, viewing, updating, maintaining, inventorying and training.
- 7) The school maintains a website at www.prospectsierra.org whose purpose is to provide positive representation and information for the Prospect Sierra community. The website follows procedures generally accepted by schools to protect the privacy of individuals. Members of the Prospect Sierra community grant permission and the right to publish student work and images of student and school activities on this site, **unless such permission is specifically withheld in writing. Parents who wish to independently publish school-related information on the web must seek authorization beforehand from Prospect Sierra's Technology Department in order to protect the privacy of students, teachers and families who have indicated a desire to be excluded from such publications.**

ETHICAL USE GUIDELINES FOR PROSPECT SIERRA'S TECHNOLOGY USERS

As a technology user I agree to follow these ethical guidelines in my work at Prospect Sierra School.

- I may only use Prospect Sierra technology resources for academic or authorized activities.
- I will not access personal Internet accounts from school, nor will I set up or use personal accounts from school without specific teacher permission and academic purpose. These include email, chat, games, websites, file sharing, p2p, music or other uses.
- Personal computers and equipment are allowed only with special permission and registration with the Technology Department. Technical support, maintenance and care for non-school equipment are the responsibility of the owner or student, and such use is at their own risk.
- I will not access the Internet at Prospect Sierra School without specific teacher permission and supervision and further understand that my activities on any school computer may be observed directly or remotely.
- If I feel I have accessed inappropriate content on the Internet, I should hit the 'back' button without drawing the attention of other users and notify a teacher if necessary.
- I will not change default computer settings without permission.
- I will not access or use files, utilities or applications capable of altering intended computer performance, settings or access.
- I will use printing resources, media, storage and online time efficiently and wisely.
- Software is protected by copyright laws; therefore, I will not make, install, use or secure unauthorized copies of software on or from school computers.
- I will not use personal storage devices (flash drives, portable drives, CDs, etc.) or other means to transport, install or run unauthorized software.
- Plagiarism is not acceptable. All information accessible via the network should be assumed to be private property. I will properly acknowledge all sources (Internet, email, CDs, etc.) for borrowed words, sounds, music and images with appropriate citation.
- I will not misrepresent myself, pose as someone else, reveal personal information or behave inappropriately when online.
- I recognize that the work of all users is valuable; therefore, I will protect the work of others and I will not copy, change, read, delete, move or use others' files.
- I will not use or attempt to gain unauthorized access to faculty or administrative passwords and accounts, network administrative programs or equipment and will protect the secrecy of home and/or school accounts and/or passwords
- I will not use computer systems to disturb or harass other computer users.
- Storage on the hard drives of any Prospect Sierra School computer is not permanent. It is my responsibility to save work as instructed and to maintain backups of important files on diskettes or flash drives maintained in good condition. CD and DVD burners are available by permission for archiving larger projects.
- I will notify the teacher when equipment needs attention. Stuck disks, paper jams, empty paper trays or toner/ink cartridges require a teacher.
- If I feel I can identify a security problem, I must notify a teacher. I will not demonstrate the problem to other users.
- Access to school networks, wireless and otherwise, is for school use only. Computers must be registered with the Technology Department to use school resources.

Violations may result in a call home, the suspension or revocation of technology privileges, or other academic or administrative penalty.

PROSPECT SIERRA SCHOOL ACCEPTABLE USE POLICY (AUP)

Please sign and return this statement before the start of school. The most current AUP will remain on file throughout the enrollment of the student at Prospect Sierra. Current versions of the AUP are viewable on the school website and in the Handbook.

STUDENT NAME _____

STUDENT:

I understand and will abide by Prospect Sierra School's Acceptable Use Policy including the Ethical Use Guidelines outlined here, and as they are defined throughout my enrollment at Prospect Sierra. Should I commit any violation, my access privileges may be suspended or revoked. Violation may also result in academic or administrative penalty.

✓ Student Signature: _____ Date: _____

PARENT OR GUARDIAN:

As the parent or guardian of this student, I have read and reviewed Prospect Sierra School's Acceptable Use Policy, including the Ethical Use Guidelines, with my student, and agree to its terms. Further, I accept responsibility for my child's computer use outside of school.

Parent or Guardian's Name (please print):

✓ Parent Signature: _____ Date: _____

PROSPECT SIERRA TEACHERS AGREE:

to uphold this agreement with their students, and provide instruction and supervision for ethical and appropriate online use with students under their guidance.