

## **Spaulding High School Student Acceptable Use Policy**

### **STUDENT RESPONSIBLE USE:**

1. **I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.** I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the policy if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
2. **I AM RESPONSIBLE FOR MY LANGUAGE.** I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators
3. **I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
4. **I AM RESPONSIBLE FOR MY USE OF SPAULDING HIGH SCHOOL COMPUTER RESOURCES.** I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any Spaulding High School computer resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the Spaulding High School network for illegal or commercial activities is prohibited.
5. **I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES.** I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
6. **I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE.** I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
7. **I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE SPAULDING HIGH SCHOOL NETWORK.** I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
8. **I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY.** I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to

use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).

9. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.
10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE. I will follow all guidelines set forth by Spaulding High School and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number or school. I will not post photos of students with their first and last names on any online site, including but not limited to: blogs, wikis, and discussions forums.

**Signature Page: Acceptable Use Policy for Students & Parents/Guardians:**

**Parent or Guardian:**

As the parent or guardian, I have read the Spaulding High School Acceptable Use Policy and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of Spaulding High School, and that student use for any other purpose is inappropriate. I recognize it is impossible for Spaulding High School to restrict access to all inappropriate materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use technology resources at Spaulding High School.

Parent or Guardian's Name (please print) \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Student:**

I understand and will obey the rules of the Spaulding High School Acceptable Use Policy. I will use Spaulding High School technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the Code of Discipline and/or prosecution under state and federal law.

Student Name (please print): \_\_\_\_\_

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

Date \_\_\_\_\_