

The KRSD Acceptable Use Policy outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators.

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Credit: Adapted from Boston Public Schools AUP:  
[www.bostonpublicschools.org](http://www.bostonpublicschools.org)

- I will use all electronic devices/software/Internet accounts in a **safe and appropriate way**.
- I will use all electronic devices/software/Internet accounts at the **appropriate time**.
- I will consider the **impact to others** by my actions with technology.

- I will be a positive contributing member of the 21st century by **publishing** quality, creative & innovative content to the Internet.

- I will use the KRSD network (accounts, Internet and networks) responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save, circulate or display images or information about weapons using any KRSD technology resource unless authorized by the school administrator/teacher as part of a school assignment.
- I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal and/or unauthorized software, including file sharing, shareware, or freeware, on school devices.
- I understand that I need authorization from a school administrator/teacher to use and connect my personal electronic device to the KRSD network.
- I understand that my use of the Internet can expose the KRSD Network and devices to viruses, spyware and various other malware. I understand that I should not open email or click on links in email from unknown senders. I will take great care with Internet searches to limit exposure to websites or links that are potentially damaging.

- I will treat all hardware with respect. This means that I will take care when transporting and using digital devices. I will not have food or drink near any electronics.
- 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 resource.
- I understand that it is my responsibility to know the safe operation of any electronic device before I use it. I will not attempt any repairs on any device and will notify an adult of any malfunctions to any device during my use of KRSD technology resources.

# KRSD Acceptable Use Policy (AUP)

## Part 2: Personal Safety & Accounts Management

### 3. I am responsible for my personal and private information in order to protect my identity and my accounts.

- I understand that this means that I will not provide my name, age, or other information that will identify me or my location. I will keep personal details about my life out of any online communications used for educational purposes. I understand that I am not to post private/personal information or images of anyone else (family, other students, any adult) in order to protect their safety.

### 4. I am responsible for my computer account, Google Ed Apps account including e-mail and any Web 2.0 accounts created for educational use.

- I understand that passwords are private and that I should not share my passwords with anyone. I am responsible for creating strong passwords for each of my accounts and changing my passwords often. I understand that I must manage multiple passwords and log out of every digital account I use whenever I have completed my task. I understand that I should not auto save my password on any shared computer/device.

## Part 3: Etiquette & Respectful Behavior

### 5. I am responsible for my language.

- I will use appropriate language in all of my digital communications. I will not use profanity, vulgarities, or any other inappropriate language as deemed by school administrators/teachers.

### 6. I am responsible for how I treat other people using technology tools.

- I will use all digital accounts (e.g. email, blogs, wikis, chat, instant messaging, discussion boards, texting, social media, Web 2.0 tools) responsibly. I will not send or post hate mail or harassing messages. I will not make discriminatory or derogatory remarks about others or engage in any bullying/harassment or antisocial behaviors using any digital accounts while in school or out of school.

### 7. I am responsible for my conduct on all online sites.

- I understand that what I do on social networking websites/Web 2.0 accounts should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.

### 8. I am responsible for digital integrity while online.

- I understand that masquerading, spoofing or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email in someone else's name or from someone else's account; creating accounts in someone else's name or creating postings or online content in someone else's name; and taking online quizzes or completing online assignments for someone else or in someone else's name.
- I understand that I am responsible for searching the Internet in a safe way. I will not attempt to bypass security settings or Internet filters when performing Internet searches. If I encounter an objectionable image, I am to contact an adult immediately.
- I understand that my online activities are monitored by the KRSD as is required by CIPA and that I will not interfere with this monitoring.
- I will follow COPPA (Children's Online Privacy and Protection Act) regulations and not create online accounts prior to the required minimal age of 13 and/or otherwise follow the Terms of Service for Social Media/Web 2.0 accounts as specified on their respective websites.

### 9. I am responsible for respecting Intellectual property by complying with Copyright Laws.

- I will obey copyright laws. I will not plagiarize someone else's work. I will obtain both permission and provide appropriate credit for all the work that I use in school assignments that belong to others.

### 10. I am responsible for contributing to the Internet in ways that further the educational benefits of others.

- I will be a creator of content and publish it online in order to share my knowledge with others.