

Vail Elementary Schools

Responsible Use Policy

Sycamore Elementary School

You have a wonderful opportunity before you! You have the opportunity to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. You will be able to access the Internet with school resources. The Internet has great promise for sharing ideas and knowledge, it also has the potential for misuse. The Vail School District does filter the Internet in an effort to block material that is not appropriate for students. However, as with some tools, there are cautions to be taken. This Responsible Use Policy (RUP) will outline some of those cautions, provide direction for the use of the resources, and you will affirm your commitment to comply with this RUP.

In VUSD, students follow the ACT Statement when they use technology.

Are Respectful and Trustworthy - So Remember:

- Respect all technology equipment and take good care of it.
- Respect your peers, your teachers, other staff members AND yourself when using technology.
 - That means being polite, not using bad language, harassing, or bullying others with the words you use or your behaviors. That includes times when you're
 - using messaging
 - using social media
 - posting online
 - That also means never logging into the computer with someone else's user information, or accessing someone else's account when they're away from their computer.
- Respect our network.
 - That means that you won't waste system resources by doing things like printing unnecessarily, watching online videos when you're not instructed to do so, or downloading large files into your GoogleDrive unnecessarily. These types of activities can cause issues not only for you, but for others as well.
- Respect other people's work. (Copyright and Plagiarism)
 - Copyright infringement happens when you copy someone else's work that is protected by copyright.
 - Plagiarism is when you take someone else's work and present it as if it were your own. Remember to cite your source when you use someone else's work.

Care About Each other

- Care about yourself and your peers.
 - Do not engage in cyberbullying of any kind, including on social media sites, using messaging, or anytime you're working online, whether you're at home or at school.
- Care about the technology equipment.
 - Drinks and food don't get along well with technology equipment. Remember to keep food and drinks away from school technology, and never eat or drink when using school technology.
 - Keep school technology equipment you're using clean.

Take Responsibility

- You understand that using school provided technology, and access to it and our school network, is a privilege and not a right.
- You are responsible for your actions when using technology.
 - Put thought into all of the things you do and say when using technology and when you're online.
 - Be responsible for your own information and guard it carefully. NEVER give out your personal information (like your name, phone number, address, or even your picture) without first asking permission from your parent or caregiver.
 - You're responsible for keeping your login information private. Don't ever share your login information because you are responsible for the things that occur when you are logged into your account. If you ever feel like someone else has gotten your secret account information, tell your teacher right away so your password can be changed.
 - You're responsible for the way you treat the equipment that you're borrowing. Take good care of it and protect it from damage.
 - You're responsible for what you do when using school technology, and you understand that school networks and resources are only to be used for school work and school-related purposes. You may not use school technology for personal reasons such as games, shopping, or keeping in touch with your friends.
 - You're responsible for the sites you visit. Only visit school appropriate sites. Never bypass or attempt to bypass our school filters - they're there to protect you. While you're at school, you may only access the internet with your designated school wifi network, and never with a cell phone data plan or separate router.
- Be responsible for your data and use of data - there's a lot of information on the internet and you'll need to decide which information is true, accurate and appropriate for school.
 - You are the only one responsible or accountable for the quality of the information you find online
 - Remember to back up your data. You never know when something will happen. Make sure you have copies of your most important files.

- The school and district are not responsible or liable for any data loss or inaccuracies.
- Be responsible for your online actions and aware of your “digital footprint”
 - Keep your communications school-appropriate.
 - Use clear, concise, and appropriate language. Think about **what** you have to say and **how** you say it. What you think sounds funny may not sound the same way to someone who is reading what you wrote.
 - Respect privacy (yours and everyone else's). Do not repost a message without the permission of the person who sent it. Don't share personal information.
 - You are responsible for everything that happens to your assigned device.
- You are responsible for any content on your device regardless of how it originated.
- Report any issues, including loss or theft, to the appropriate school and law enforcement authorities as soon as possible.
 - If a device is stolen, case numbers are provided to school administration and technology staff immediately.

Discipline

The best discipline is self-discipline. Should the need arise for discipline beyond that your school's administration will determine the appropriate action. They will follow the school's code of conduct and Vail School Board policies, but there may be additional consequences including: suspension, loss of access, or in some cases contact with law enforcement. In the event there is an allegation of misuse or violation of the AUP, you will have an opportunity to present an explanation. Access to the Vail School District network and devices is a privilege, not a right. **Inappropriate use may result in a restriction or cancellation of those privileges.**

Users should not expect that files and messages stored on or transmitted via Vail networks will always be private. These may be monitored to maintain system integrity and ensure compliance with policies.

Connecting to Home Internet Service

Home Internet service cost is the responsibility of the parents or caregivers. Not all internet service providers are compatible with our internet settings, and home internet service is not guaranteed. Free internet service is available in community areas like public libraries, but this service may not always work with district-provided devices.

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