

Bruce Guadalupe Technology Acceptable Use Policy

Purpose: To advance and promote educational opportunities, innovation, and educational excellence, while providing students, teachers, and parents access to a worldwide array of educational resources.

Student Responsibility:

- Students will take individual responsibility for his or her appropriate use of the internet.
- Students are responsible for the content of all text, audio, images, or video that they place or send over the internet or while using Bruce Guadalupe technology.
- Students are responsible for immediately notifying their teacher or staff member of possible security problems or damage to their electronic devices (computers, laptops, Chromebooks, iPads, etc.)
- Students are responsible for immediately notifying their teacher or staff member if they encounter inappropriate content on the internet.

Student Access:

- Access to the internet is a privilege, not a right; thus all students must submit this Acceptable Use Policy (AUP) signed by the student and a parent or guardian in order to gain access to technology or the internet at Bruce Guadalupe.
- All students will have access to the internet within classrooms, computer labs, and libraries, which will be supervised by faculty. Faculty members are not responsible for student use at every moment.
- Bruce Guadalupe may restrict student speech for valid educational reasons.
- In grades K through 5, teachers will discuss the Bruce Guadalupe Acceptable Use Policy with students to ensure their understanding of the policy.
- All student files and internet records may be accessed by appropriate staff at anytime.
- Students are NOT allowed to access personal email accounts unless it is an account setup and administered by Bruce Guadalupe.
- Students are NOT allowed to use social media sites (Facebook, Instagram, Snapchat, Twitter, etc.) while on the Bruce Guadalupe campus unless instructed to do so by a faculty member.
- Students should NEVER give their full name, address, telephone number, any other identifying information, communicate or arrange to meet with a person they have met online. Students should promptly inform their teacher or staff member of any online communication they feel is threatening or inappropriate.
- The Family Educational Rights to Privacy Act (FERPA) guarantees our students' rights to privacy. NO matters regarding any individual student at Bruce Guadalupe may be legally discussed with anyone who does not have the legal right to know of the student's educational performance, behavior, handicapping condition, etc.

Network Etiquette

- Students are expected to always be polite and use common courtesy when working on the Bruce Guadalupe network. Students should NEVER:
 - use vulgar and inappropriate language
 - annoy, frighten, tease, bully, threaten, or harass other students, teachers or children
 - post private or personal information about another person
 - attempt to access system files, security files, or another person's files
 - access or transmit obscene or pornographic material
 - post chain letters or "spam" others by sending unnecessary messages to large numbers of people
 - engage in cyberbullying or sexual harassment
 - participate in communications that facilitate the illegal sale of drugs or alcohol, facilitate gang activity, threaten, intimidate, harass another person, facilitate gambling, or violate any laws
 - participate in any activities that are not directly related to educational purposes
 - utilize programs, websites, technology, or other devices that are not approved by a teacher or staff member

Bruce Guadalupe will NOT Tolerate any of the following

- **Plagiarism**, which means taking material created by others and presenting it as if it were one’s own words.
- **Infringing Copyrights** by inappropriately copying or sending material that is protected by copyright.
- **Accessing Inappropriate Materials** that are not for educational use is prohibited. If users encounter inappropriate content by accident, they should immediately leave their computer and report the content to their teacher.
- **Tampering or Vandalism** with computer network/security systems, applications, documents, or equipment is considered vandalism, destruction, and defacement of school property. Any attempt to harm or destroy the data of another user, the internet, hardware, or software of the network, including the uploading or creating of computer viruses will result in the removal of technology and internet privileges, disciplinary action, and restitution for costs associated with the damaged hardware or software. If tampering or vandalism occur, students and their families will incur financial and legal consequences.

Behaviors and Consequences

- Internet and technology access is a privilege and not a right, thus school officials may cancel a student’s access if this privilege is abused. Inappropriate use of internet or technology access will result in disciplinary action.
- If a student violates any part of the Acceptable Use policy, s/he will be notified of the suspected violation and given an opportunity to be heard by their school administrator.
- The school will advise law enforcement agencies of illegal activities conducted through the Bruce Guadalupe network. Bruce Guadalupe will fully cooperate with local, state, or federal officials in any investigation related to any illegal activities conducted on it’s network. It is a federal offense to break into any security systems.

Changes to the Bruce Guadalupe Acceptable Use Policy

- Bruce Guadalupe reserves the right to change this policy at any time. Students, parent, and/or guardians will receive written notification of any changes.
- Bruce Guadalupe reserves the right to enforce any future regulations and/or rules in regard to new developments and/or advancement in technology that may be used or accessed by students. Students, parents, and/or guardians will receive written notification of these regulations and/or rules.

Parents and students must sign this agreement for student access to technology.

I have read and reviewed the Bruce Guadalupe Acceptable Use Policy with my child. I agree to have my child abide by all rules listed in the Bruce Guadalupe Acceptable Use Policy. I release Bruce Guadalupe and all other organizations from any liability or damages that may result from the use of the Bruce Guadalupe network. In addition, I will accept full responsibility and liability for the results of any actions with regards to my child’s use of the Network and the internet. I release the school and related organizations from any liability relating to consequences from my child’s use of the internet.

Student Name _____

Student Signature _____

Printed Name of Parent/Guardian _____

Parent or Guardian Signature _____

Date _____ Teacher Name _____ Grade _____

STUDENTS MAY NOT USE BRUCE GUADALUPE COMPUTERS OR OTHER TECHNOLOGY UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO SCHOOL