

The RPCS Student Network Acceptable Use Policy

Use of the Roland Park Country School network is for educational purposes only. Use of the network is a privilege, not a right. All users are expected to exercise responsible behavior when on the network. Users shall accept the responsibility for maintaining the integrity of all aspects of the school's network.

- Each user is personally responsible for all uses and contents of her account. Giving out personal passwords, access codes, login procedures, or misrepresenting one's identity in electronic communications is not permitted.
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- Unauthorized copying, removing, or distributing software violates copyright laws and software license agreements and is prohibited. Modifying, manipulating, or otherwise tampering with applications, files, and data on the RPCS network, or any attempt thereof, is not permitted.
- Since the Internet and other accessible networks are open systems, the school cannot guarantee privacy or security. Users should not put anything on the network that they would not want others to see or read.
- No one may use the network for obscene, annoying, threatening or abusive purposes. Users should not access or transmit materials which promote pornography, profanity, gender, racial, religious, and other biases, intimidation, or any other information counter to the RPCS philosophy.
- The School reserves the right to monitor and intercept electronic or telephonic communications in the ordinary course of business, and may monitor or download computers or software, in accordance with applicable law.

For Parent or Guardian to complete:

I _____, have read and discussed the RPCS Acceptable Use policy with my daughter, _____ (student's name). I understand that violations of the policy may result in revocation of network privileges and in disciplinary action up to and including expulsion. Acknowledging that some materials on the Internet may be objectionable, I accept the policy in both letter and spirit and grant permission for my daughter to have independent, unmonitored access to networked RPCS computer services. I exonerate and hold RPCS employees harmless from any liability should my daughter encounter any material that she or I may find objectionable.

Parent/Guardian Signature: _____ Date: _____

For Student to complete:

I _____ (student name), have read the RPCS Acceptable Use Policy and by signing below agree to abide by it and accept the consequence that will result should I violate these rules.

Student Signature _____ Date _____

THIS FORM IS TO BE TURNED IN TO THE LOWER SCHOOL OFFICE

- “Beyond the RPCS network, students are also expected to exercise responsible behavior online. When a student presents herself publicly (such as on a social networking website) she must know that any inappropriate behavior, references or photographs (including but not limited to alcohol or drug use and sexual behavior) and/or inappropriate use of language (including but not limited to foul, profane, and/or derogatory) is in violation of School rules. In addition, students may not publicly post anything identified as RPCS including but not limited to the School name, logo, building, classroom, fields, teachers and, most importantly, herself or other students in uniform without the explicit permission from either the Head of School, the Director of Communication or the Academic Division Head.”- addendum to the RPCS AUP added in 2008
- “RPCS reserves the right to take disciplinary measures in the event that any inappropriate off campus behavior by one of its students is brought to the School’s attention.”



Acceptable Use Policies

Dig Deeper

i-SAFE America Inc.
5963 La Place Court Ste. 309 Carlsbad, CA 92008 Tel: (760) 603-7911 www.isafe.org

WHY Do Schools Need AUPs?

The Internet can be a powerful tool for use in an education setting. Instant access to sites on everything from tree frogs to the daily weather allows for creative lesson planning. As a resource for teachers it is astonishing. Lesson plans by subject area, reproducible worksheets, and online activities at a click of a button are all available. Obviously, students also have a vast resource in the Internet—they can develop their computer skills, take online field trips, do research, or correspond.

By using the Internet in the classroom, students now have access to information not available in most school libraries. Students' horizons are expanded without ever leaving the confines of the classroom.

However, with the positives come the negatives. The Internet has its dangers. There are online predators, cyber harassment and bullying to worry about. Not to mention the sites that can be objectionable for racial, sexist, political, sexual, or other reasons.

Moreover, there are sites that are simply people's opinions presented as fact, something many students don't understand. Additionally, most people do not realize that the Internet is an international linking of networks that is impossible to censor. Thus schools and educators must rely on other means to safely use the Internet as an educational tool.

One option is to limit access to sites through filtering or blocking software. Unfortunately, students who are grow-

ing up in the computer age often have the skills and means to bypass such software. Additionally, many educators find filtering and blocking annoying as educationally legitimate sites are often blocked due to image or text content.

Instead of banning or blocking, many schools are turning to another method—that of proactive education. By teaching students responsible behavior, asking them to sign an agreement, and providing written descriptions of the consequences for wrongful action, students develop a sense of responsibility and ownership for their online experience. These types of agreements are called Acceptable Use Policies—otherwise known as AUPs.

WHAT is an Acceptable Use Policy?

"An AUP is a written agreement, signed by students, their parents, and teachers, outlining the terms and conditions of Internet use. It specifically sets out acceptable uses, rules of on-line behavior, and access privileges. Also covered are penalties for violations of the policy, including security violations and vandalism of the system. Anyone using a school's Internet connection should be required to sign an AUP, and know that it will be kept on file as a legal, binding document." (*Classroom Connect*, December 1994-January, 1995 issue).



WHERE Should AUPs Be Developed and Used?

AUPs can be developed at almost any level. Many states such as California or Indiana have developed their own AUPs or mandatory guidelines for developing AUPs. Often school districts come up with guidelines based upon these or national recommendations. However, while appropriate, these do not necessarily cover every aspect that may face an individual school. Many schools adapt and add to these policies making them their own. In addition how to present AUPs, enforce AUPs, etc is often left to the school level decision makers.

AUPs Should Be Designed To:

- *Educate parents about their children's use of the Internet.*
- *Educate students about*
 - *risks peculiar to computer communication.*
 - *rules for efficient, ethical, legal computer/network use.*
 - *safe and appropriate computer social behavior.*
 - *use of available and unavailable services.*
- *Preserve digital materials created by students and teachers.*
- *Protect vulnerable children from inappropriate approaches.*
- *Discourage children from making inappropriate personal disclosures.*
- *Encourage ethical behavior, and discourage criminal behavior.*
- *Encourage accepted Netiquette from the very start.*
- *Encourage polite and civil communication.*
- *Encourage individual integrity and honesty.*
- *Encourage respect for others and their private property.*
- *Allow enforcement of necessary rules of behavior.*
- *Protect the school networking equipment and software from danger.*
- *Help improve network efficiency by influencing resource usage.*
- *Share responsibility for the risks of using the Internet.*
- *Reduce the risk of lawsuits against teachers, schools, and providers.*
- *Simplify life for computer systems administrators.*
- *Discourage copyright infringement, software piracy, and plagiarism.*
- *Discourage network game playing and/or anonymous messages.*
- *Discourage use of computers and networks for profit or politics.*
- *Assure Internet users that their online activities are monitored or assure Internet users that their e-mail privacy is (or is not) being respected.*

An AUP should:

- Educate parents about their children's use of the Internet
- Educate students about
 - risks peculiar to computer communication
 - rules for efficient, ethical, legal computer/network use
 - safe and appropriate computer social behavior
 - use of available and unavailable services
- Set forth rules to preserve digital materials created by students and teachers
- Protect vulnerable children from inappropriate approaches
- Discourage children from making inappropriate personal disclosures
- Encourage ethical behavior, and discourage criminal behavior
- Encourage accepted Netiquette from the very start
- Encourage polite and civil communication
- Encourage individual integrity and honesty
- Encourage respect for others and their private property
- Allow enforcement of necessary rules of behavior
- Encourage equal access to educational opportunities for all children
- Protect the school networking equipment and software from danger
- Share responsibility for the risks of using the Internet
- Discourage copyright infringement, software piracy, and plagiarism
- Discourage slander, libel, defamation, and mendacity
- Discourage profanity, obscenity, pornography, and waste
- Discourage network game playing and/or anonymous message.
- Clarify consequences for inappropriate behavior.

Acceptable Use Policy Rubric

	Yes	No	Comments
GENERAL:			
1. States acceptable uses for school computers.			
2. States unacceptable uses for school computers.			
3. States privileges of use.			
4. States consequences of abuse.			
5. Covers network etiquette.			
6. Contains a Code of Conduct for Internet usage.			
7. Contains a list of the responsibilities of educators, parents, and students for using the Internet.			
8. Includes a description of the instructional philosophies and strategies to be supported by Internet access in schools.			
9. Incorporates a statement on the educational uses and advantages of the Internet in your school or division.			
10. Has section for both student and parent signatures.			

How do I learn this secret language these kids are using to text and cyberbully?

- ⦿ <http://netlingo.com/>
- ⦿ <http://vps.netlingo.com/acronyms.php>
- ⦿ <http://www.netlingo.com/top50/acronyms-for-parents.php>
- ⦿ <http://tinyurl.com/dzq4qe>

Educator resources for Internet Safety Curriculum

I safe America	www.isafe.org
Web wise kids	http://www.webwisekids.org/
Cyber smart:	http://www.cybersmartcurriculum.org/
Net Smartz	http://www.netsmartz.org/educators.htm
Resources on ctap4	http://www.ctap4.org/cybersafety/cp.htm
K-12 Internet Safety curriculum developed by the Virginia Department of Education.	http://tinyurl.com/cjfbg
Wired Safety:	http://www.wiredsafety.org/
Ikeepsafe.org	http://www.ikeepsafe.org/iksc_educators/