

**Steubenville City Schools
Technology
Appropriate Use Policy (AUP)**

The Steubenville City School System has made a significant investment in technology so that you will have the opportunity to develop the skills in your students necessary for them to excel in our modern world. With this investment in technology comes a great responsibility to provide our students with a positive well-structured environment that will foster creative learning and to teach them skills that apply to real world problem solving.

In order for our investment to be maximized we must follow these rules:

General Usage

I am aware that the computers are the property of the Steubenville City School System and any information stored on them is the property of the Steubenville City School System.

I will not engage in any illegal activity including copyright infringement, vandalism, harassment, or discrimination, i.e. copying licensed software, downloading MP3's, downloading hacking software, etc.

I understand that I am financially responsible for any malicious damage or vandalism that I cause. Vandalism is defined as any attempt to harm or destroy the physical computer, the data stored on the computer, the operating system or any applications installed on the computer; or to tamper with another person's data, upload or transmit any known virus, or cause damage to the Steubenville Schools' network, file server or other network connected to the district Internet backbone.

I will not alter the setup or any school computers or load programs or services without the expressed permission of the Director of Technology and/or principal.

I understand that the Director of Technology has the right to access any information stored in my user directory, in my computer email account or on the current screen.

Internet Usage

I understand that all Internet traffic of sites visited and duration of time in the pages may be logged.

I will not knowingly download/upload inappropriate graphs or text from the Internet or via email.

I will not access any unapproved newsgroups, chat rooms, or similar services.

Email Usage

I understand that the use of my school email is for educational purposes only and that the content of my mail may be randomly checked.

I will not open, forward, or create chain letters, joke of the day, or any other form of non-educational email.

Network Usage

I understand that my user account which gives me access to the Internet, email, and my user directory will not be activated until the appropriate AUP form has been signed and returned to the school.

I will not attempt to access the network with other user accounts or give my account information to another user. Doing so will result in the immediate loss of my user account and the computer privileges.

The Outlook Live e-mail solution is provided to you by the district as part of the Live@Edu service from Microsoft. By signing this form, you hereby accept and agree to use the Outlook Live e-mail service, and other Live@Edu services as the Steubenville City Schools may provide and that the data stored in such Live@Edu services, including Outlook Live e-mail, are managed by the district. You also understand that the Windows Live ID provided to you also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before you can use those Microsoft services, he/she must accept the Windows Live Service agreement.

I understand that it is my responsibility to have a working knowledge of the Internet and other technology services to the degree that I understand this policy.

I understand that any violation of this policy or the student policy will result in actions by the Steubenville City School Board of Education. In severe cases, violations may constitute grounds for further actions.

Steubenville City Schools
(Acceptable Use Policy) Signature Sheet

The Steubenville City School District has made a significant investment in technology so that our students will have the opportunity to develop the skills necessary for them to excel in our modern world. With this investment in technology comes a great responsibility to provide our students with a positive well-structured environment that will foster creative learning and teach skills that apply to real world problem solving.

INDIVIDUAL SIGNATURE By signing on the spaces provided below you acknowledge that you have completely read and understand all of the District's Acceptable Use Policy (AUP) including the proper and expected usage of district technology resources as well as the possible disciplinary actions that may be taken in response to violations of the policy. Also by signing this document you understand that this document will be kept on file and is legal and binding and will cover the entire duration that you are a student or employee of the Steubenville City School District.

Please print and sign your name in the spaces provided below as well record the date signed.

Print Name: _____

Sign Name: _____

Date Signed: _____

PARENT OR GUARDIAN SIGNATURE By signing on the spaces provided below you acknowledge that you have completely read and understand all of the District's Acceptable Use Policy (AUP) including the proper and expected usage of district technology resources as well as the possible disciplinary actions that may be taken in response to violations of this policy. Also by signing this document you understand that this document will be kept on file and is legal and binding and will cover the entire duration that your student enrolled in the Steubenville City School District.

Please print and sign your name in the spaces provided below as well record the date signed.

Print Name: _____

Sign Name: _____

Date Signed: _____