










ACES Acceptable Use Policy (AUP) -- Code of Conduct for Technology Use

AUP	Code of Conduct	I understand this rule (sign)
<p><b>Educational Use:</b> Technology is used to enhance learning. ACES provides a secure network to enrich the educational experience (e.g., file storage, content management system, student information system, library circulation/cataloging, educational software). The Internet is a resource and a classroom tool. It is used extensively in our learning at ACES. All students will have access to the Internet at ACES for their educational use.</p>	<ul style="list-style-type: none"> <li>I understand that the technology that I use at ACES is for educational use only.</li> <li>I will follow all teacher instructions concerning the use of technology.</li> <li>I will visit sites on the Internet that are appropriate for my learning.</li> <li>I will play educational games at the appropriate time with the teacher's approval.</li> </ul>	
<p><b>Respect Privacy:</b> All ACES users are expected to respect the privacy and personal rights of others.</p>	<ul style="list-style-type: none"> <li>I will not repost or email a message that was sent to me privately without permission from the person who originally sent the message.</li> <li>I will not post or email private information about another person.</li> <li>Under no circumstances can I view, use, or copy someone's work or information without permission.</li> <li>I will ask permission before taking or using someone's picture.</li> </ul>	
<p><b>Respect Property:</b> I will respect school property and the property of others. I understand things like hardware, software, and multimedia files can be school or private property. Technology equipment (e.g., computer, bag, mouse, keyboard, video and digital cameras) must be used with the utmost care. I will respect the intellectual property of others.</p>	<ul style="list-style-type: none"> <li>I will keep my laptop/computer in working order. That means I must report any malfunctions that prevents me from using it correctly.</li> <li>I will not copy anything I don't have permission to copy; I will not plagiarize other people's work.</li> <li>I will not make any changes or deletions to any of the software that ACES provides.</li> </ul>	
<p><b>Be Polite and Kind:</b> I will take pride in my online communications. I will be considerate of others and their cultures when posting work or sending email. I will not make or distribute jokes or stories which are based upon slurs or stereotypes (e.g., cyberbullying, race, gender, ethnicity, nationality, religion). I will not swear or use other inappropriate language, symbols, or pictures.</p>	<ul style="list-style-type: none"> <li>I understand that any work that I create, post, send, or share must be polite and not threatening or offensive in any way.</li> <li>I understand that I am responsible for my actions. In no way should I interfere with someone's laptop or computer setting, power button, or keyboard.</li> <li>I understand that cyberbullying is wrong and will refrain from any inappropriate messages.</li> </ul>	
<p><b>Respect the Law:</b> I will never engage in activities that are against the law. I will not try to gain access to other computers or systems. I know that vandalism will result in the loss of my equipment and network rights. I will not send messages that contain false or misleading information, which may hurt a person. I will not disguise the origin of e-mail. Cyber bullying is against the law. According to CT law – Public Act No. 11-232 cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies or other mobile electronic devices or any electronic communications.</p>	<ul style="list-style-type: none"> <li>I understand that hacking into ACES software or network is against the law.</li> <li>I understand that taking someone's identity to send false or misleading information is against the law.</li> <li>I understand that any cyberbullying online will result in serious consequences.</li> </ul>	

ACES Acceptable Use Policy (AUP) -- Code of Conduct for Technology Use

AUP	Code of Conduct	I understand this rule (sign)
<p><u>Keep Personal Information Private:</u> I will not reveal my full name, home address, school address, e-mail address, or telephone number in any online post or attachments. I will never arrange face-to-face meetings with someone I met online.</p> 	<ul style="list-style-type: none"> <li>I understand that in my communication with others online, if I find the messages offensive or uncomfortable, I will alert my parents or teachers.</li> <li>I understand that I should NOT meet a stranger in person that I met online.</li> </ul>	
<p><u>Protect Your Password:</u> I know that passwords are not to be shared with anyone. When I log in, I will only use my assigned account. I will never look, view, use, or copy another person's password</p>	<ul style="list-style-type: none"> <li>I understand that I must keep my password private and cannot share it with anyone.</li> <li>I understand that I cannot use anyone else's password to get into the ACES network.</li> </ul>	
<p><u>Respect Your Network:</u> I will not use the network in such a way that would disrupt the use of the network by others. I know the school system can access and review my e-mail, files, or work.</p> 	<ul style="list-style-type: none"> <li>I will understand all ACES policies concerning our network (e.g. sending large files, downloading software onto the school computer, intentional disruption of services).</li> </ul>	
<p><u>Communicate and Collaborate Online:</u> There are many approved Internet Web 2.0 sites that my teacher will recommend for posting my work. (e.g., blogs, wikis, voice thread, and podcasts).</p>	<ul style="list-style-type: none"> <li>I will make sure that all postings meet the teacher's requirements.</li> <li>I will be proud of any work that I post online.</li> </ul>	

To enhance student learning, this document is provided for students and parents/guardians to understand and accept the ACES Board approved AUP. Nothing in this document supersedes, replaces, or modifies, in any way the ACES Board Approved AUP.

**Student:** I understand and will abide by the above rules. Should I violate any of the rules, my access privileges may be taken, school discipline action may be taken, and/or appropriate legal action may be taken.

Grade/Team			
Student Signature		Date	
Student Printed Name			

**Parent or Guardian:** As the parent or guardian of the above named student, I have read the rules and explained them to my child. I understand that ACES has taken precautions to eliminate online material not suitable to the educational environment, but it is impossible for ACES to restrict access to all controversial materials. I will not hold ACES, staff, faculty, agents and employees responsible for any exposure of my child to materials that I consider inappropriate. I accept full responsibility for supervision of my child online when my child is not in school. I give permission for ACES to issue an account for my child to access online educational resources and the ACES secure network.

Parent/Guardian Signature		Date	
Parent/Guardian Printed Name			

A special thank you to the 2013 TEMS Student Technology Leaders for enhancing the ACES AUP Code of Conduct.