Responsible Use Policy

PUC Schools Vision for Technology for Learning

We envision all PUC stakeholders use technology as a tool for learning and a vehicle to promote collaboration, critical thinking, and problem solving in order to become life-long learners in a changing society.

As we build capacity to uphold our 3 Commitments at PUC, technology will be utilized across the network in order to:

- Create college going school cultures where students are ethical, evaluative, and responsible 21st century scholars.
- Prepare students to become critical consumers of media and various technological tools by determining their strengths and limitations in order to select the best tools to address individual needs.
- Provide all stakeholders with equal access to a full range of current technology software, tools, and applications through on-going professional development and support.

Responsible Use Policy

Purpose

The purpose of the Partnerships to Uplift Communities ("PUC Schools") Responsible Use Policy ("RUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of PUC Network technology. As used in this policy, "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the PUC Schools (the "network") regardless of the physical location of the user. The RUP applies even when PUC Schools provided equipment (laptops, tablets, etc.) are used off PUC Schools' property. Additionally, the RUP applies when non-PUC Schools' devices access the network.

The PUC Network uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. PUC Schools can and will monitor users' online activities, as well as access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of PUC Schools' equipment, network, and/or Internet access or files, including email.

PUC Schools will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to PUC Schools' applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States and Canada.

Student Responsibility

Student is responsible for practicing positive digital citizenship.
- Student will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- Student will be honest in all digital communication.
- Student understands that what he/she does and post online must not disrupt school activities or compromise school safety and security.

Student is responsible for keeping personal information private.
- Student will not share personal information about themselves or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- Student will not meet anyone in person that they have met only on the Internet.
- Student will be aware of privacy settings on websites that they visit.
- Student will abide by all laws, this Responsible Use Policy and all PUC Network security policies.

Responsible Use Policy

Student is responsible for their passwords and their actions on PUC Schools' accounts.
- Student will not share any school or PUC Schools' usernames and passwords with anyone.
- Student will not access the account information of others.
- Student will log out of unattended equipment and accounts in order to maintain privacy and security.

Student is responsible for their verbal, written, and artistic expression.
- Student will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

Student is responsible for treating others with respect and dignity.
- Student will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- Student understands that bullying in any form, including cyberbullying, is unacceptable.

Student is responsible for accessing only educational content when using PUC Schools' technology.
- Student will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.
- Student understands that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- Student understands that the use of the PUC Network network for illegal, political, or commercial purposes is strictly forbidden.

Student is responsible for respecting and maintaining the security of PUC Schools' electronic resources and networks.
- Student will not try to get around security settings and filters, including through the use of proxy servers to access websites blocked by the PUC Network.
- Student will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any PUC Network computers, tablets, smartphones, or other new technologies.
- Student knows that they are not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on PUC Network equipment.
- Student will not use the PUC Network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

Student is responsible for taking all reasonable care when handling PUC Schools' equipment.
- Student understands that vandalism in any form is prohibited.
- Student will report any known or suspected acts of vandalism to the appropriate authority.
- Student will respect theirs and others' use and access to PUC Schools equipment.
- Student is responsible for respecting the works of others.
- Student will follow all copyright (http://copyright.gov/title17/) guidelines.
- Student will not copy the work of another person and represent it as their own and student will properly cite all sources.
- Student will not download illegally obtained music, software, apps, and other works.

Responsible Use Policy

Consequences for Irresponsible Use
Misuse of PUC Schools' devices and networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. PUC Schools will attempt to tailor any disciplinary action to the specific issues related to each violation.

For more information, see *Social Media Policy for Students:*
www.pucschools.org/wp-content/uploads/PUC_Schools_Student_Social_Media_Policy_English.pdf

Disclaimer
PUC Schools makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or PUC Schools' accounts. Users are responsible for any charges incurred while using PUC Schools' devices and/or network. PUC Schools also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the PUC Schools, its affiliates, or employees. Students under the age of 18 should only access PUC Schools' network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

Summary:
All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What PUC Schools' community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.