



NAME: \_\_\_\_\_

Class of: \_\_\_\_\_

## Student and Staff RESPONSIBLE USE AGREEMENT

2016-17

Cozad Community Schools' information technology resources, including school-owned devices, email and Internet access, are provided for educational purposes. Adherence to the following policy, both at school and in online activities which relate to school, is necessary for continued access to the school's technological resources:

### Staff/Students must

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Not distribute private information about others or themselves.
  - Not use devices assigned to other students unless specifically instructed to do so by the teacher or other school official.
  
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices, as posted.
  - Ensure that personal devices are secure when using school resources and the network.
  - If a student, use personal or school owned devices in the classroom only if authorized to do so by the teacher.
  - If a staff member, use personal or school owned devices only in appropriate and professional manners.
  - Not use the school network, accounts or devices to access materials or participate in inappropriate activities which violate student behavior policies or acceptable professional conduct.
  - Report security risks or violations to a teacher or network administrator.
  - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - Conserve, protect, and share these resources with other students and Internet users.
  
3. Respect and protect the intellectual property of others.
  - Be informed and follow correct and legal copyright rules and practices.
  - Be ethical in citing sources and not plagiarize, cheat or copy the work of others.
  
4. Respect and practice the principles of community.
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials to a teacher or school official.
  - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - Not through intended action or inaction further other acts that are criminal or violate the school's code of conduct.
  - Not send spam, chain letters, or other mass unsolicited mailings.
  - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

### Staff/Students may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Responsibly use social networking\* and internet communication resources in pursuit of stated academic goals and activities and within the guidelines stated above.
3. Install or download software, if also in conformity with laws and licenses, and within the guidelines stated above.

