



Guide to the BPS: Using Technology in School Grades 3-5

WHAT IS THE AUP?

AUP stands for “**Acceptable Use Policy.**” It means that you agree to only do “**acceptable**” things when you are using BPS computers. The BPS has rules that all students have to follow when they use the Internet. The “Acceptable Use Policy” tells you and your parents what is “acceptable.” It s a **contract** you and your parents must sign for you to be allowed to use BPS computer equipment.

WHY DOES THE BPS HAVE AN AUP?

A lot of people use the Boston Public Schools’ **network** and school computers. We need to make sure that everyone feels comfortable and safe using the network. We all also need to make sure that our computers and printers are in working order for everyone to use.

WHY DO I HAVE TO BE RESPONSIBLE FOR WHAT I DO ON THE BPS NETWORK?

Using the Internet in school is a **privilege not a right.** The Boston Public Schools’ **network, web pages, and email accounts** are NOT private. BPS staff and the Boston Police are able to “**monitor**” everything you do on the school computers. This means someone can read what you write and see the web pages that you visit. THINK -- before you do anything online that you would not do in front of your teachers or parents.

WHAT HAPPENS IF A STUDENT DOES NOT DO FOLLOW THE RULES IN THE AUP?

The BPS has “**consequences**” or punishment for students who use the Internet in unacceptable ways. Just like when someone breaks classroom rules, there are “consequences if you don’t follow the rules in the AUP rules. You need to report to a teacher or other adult anything you see online that does not follow the rules listed in the AUP. If you do not follow this policy, you can lose your computer privileges in school. You can also be punished under the **Code of Discipline.** The Boston Police will get involved if a student breaks a law.

BPS AUP: “Student Responsible Use”

1. I AM RESPONSIBLE FOR MY **COMPUTER ACCOUNT AND EMAIL ACCOUNT**. I will not give my **password** to anyone. I will **log off** from my **account** when I am finished. If I see another person’s work on a computer screen, I will tell an adult. I will wait to use the computer until an adult has removed the material.
2. I AM RESPONSIBLE FOR MY LANGUAGE. I will only use language on the Internet and in my school email that I would use in the classroom with my teacher. I will not use bad words when I use a computer.
3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will not write anything mean or hurtful to another person. I will not be a bully or make fun of anyone. I will not “**stalk**” any person online or by text message. I will tell a teacher if I see anything hurtful to another student online.
4. I AM RESPONSIBLE FOR MY USE OF THE BOSTON PUBLIC SCHOOLS’ NETWORK. I will not look for web pages with pictures, words, or sounds that are not **appropriate** in school. I will not look for web pages or documents about sex, violence, or weapons. I will not **download** any files, including music and video files, unless a teacher gives me permission.
5. I AM A RESPONSIBLE MEMBER OF MY SCHOOL WHEN I AM ONLINE. I will not write anything or post pictures or video that is **hurtful or embarrassing** to anyone while I am online.
6. I AM RESPONSIBLE TO BE HONEST ABOUT WHO I AM ONLINE. I will not pretend to be anyone else online. I will not send email, create an account, or post any words, pictures, or sounds using someone else’s name. I will not use another person’s login name or password.
7. I AM RESPONSIBLE FOR PROTECTING THE **SECURITY** OF THE BPS NETWORK. I will not try to change **security settings** or install any software on school computers without permission. I will not use a phone, personal laptop, or any electronic device in school without a teacher’s permission.
8. I AM RESPONSIBLE FOR PROTECTING BPS PROPERTY. I will not break or destroy any computer equipment on purpose. I will not move any equipment, including keyboards and mice, without permission.
9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE’S PROPERTY ONLINE. I will not “**plagiarize.**” When I use information from a website, I need to let people know where I got the information. I will obey **copyright laws** and will not download words, pictures, video, or music that belongs to someone else.
10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I **PUBLISH** ANYTHING ONLINE. I will not publish any material on a school **website, wiki, blog, podcast, or discussion group** without permission. I will not publish a picture, including my picture, with the person’s first or last name in the caption.