**Berlin Intermediate School  
Acceptable Use Policy**

**Preamble:**The Acceptable Use Policy is needed to ensure that all sixth grade students can safely and appropriately use technology while at school. It outlines appropriate and inappropriate behaviors and actions, as well as, consequences for not following the policy.The AUP also makes sure that all school rules and regulations are being followed while using technology, as outlined in the Worcester County Code of Conduct.

**Definitions:** The following definitions are given to make sure students, parents/guardians, and staff understands key words in this policy.

* Technology- equipment, stationary or mobile, created enhance learning (computers, iPads, iPods, cameras,etc.)
* Internet- global network connecting many different networks together to access information
* Hardware/software- external or physical drives to create a working computer/programs on a computer
* Personal use- using the computer for any purpose other than learning Maryland Common Core State Standards
* Bullying- ignoring, rejecting, making fun of, physically harming, telling lies about, not respecting, and/or joking around with others when they have asked you not to

**Policy Statement:** Upon review and signature of the Acceptable Use Policy, by both you and your parent/guardian, you may use the technology available at Berlin Intermediate School.Anytime you logon to the computers or any other device at BIS, you are agreeing to follow the rules and regulations outlined in this AUP. You also understand that any information stored or created at school on BIS’s technology is not considered private and can be accessed if necessary by teachers and/or administrative staff.

**Acceptable Use:**Students agree to use the computers and any other piece of technology for class work and school-related work only.

* Only visit websites approved by your teacher/administrator
* Use the device when and how you are instructed to
* Access only your own saved work/files/etc.
* Keep your password safe from others
* Never give your personal information out over the Internet
* Site your resources to give credit to the person(s) you are gaining information from
* Notify an adult if there is something wrong with your device (computer/iPad/iPod touch/camera/etc.)
* Take responsibility for the device in your care by correctly carrying the device if necessary, turning it on correctly, shutting it off correctly, and returning the device back to its safe and secured location
* Keep the computer settings the same
* Report misuse of any piece of technology to a teacher/administrator

**Unacceptable Use:** Students are not allowed to use school technology to do anything other than what is stated above. The following is unacceptable use of technology at BIS:

* Accessing personal e-mail
* Using social networking websites such as Facebook, Twitter, etc. for personal use
* Using technology or other devices to access non-academic games or websites
* Sending private messages (text, IM, Facebook message, gaming device, voicemail, e-mail, camera/ etc.)
* Using the Internet or other technology to bully, discriminate, discourage, or harm another student
* Copying the work of others and pretending it is your own work
* Intentionally breaking, stealing, or destroying technology
* Using harmful software/hardware

**Violations:** Failing to obey the rules of the AUP, students may be restricted from using technology at school or subject to other disciplinary or legal action. Consequences include but are not limited to the following:

* Use of technology under strict supervision
* Suspension of using the internet
* Revocation of internet use
* Suspension of using computer (other devices)
* In school suspension
* Suspension from school
* Expulsion from school and/or
* Legal action/prosecution

*Student Section*  
I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have hereby read and agree to the procedures outlined in the AUP. I understand that failure to follow these policies will result in disciplinary action.

(Student name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

(Student signature)

*Parent/Guardian Section*I have read the Worcester County AUP. I release Worcester County, staff, and others working in the school from any damages or misuse of the technology. I give permission for my child to access all technology available to him/her for educational purposes.  
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(Parent/guardian name)

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(Date)

(Parent/guardian signature)

Resources

(2013) *Getting started on the internet.*Education World. Retrieved from <http://www.educationworld.com/a_curr/curr093.shtml>

(2013) *Internet.*Dictionary.com. Retrieved from<http://dictionary.reference.com/browse/internet?s=ts>

(2013) *Technology.*Dictionary.com. Retrieved from<http://dictionary.reference.com/browse/technology>

*Acceptable use policies.*iSafe Dig Deeper. Retrieved from <http://www.isafe.org/imgs/pdf/education/AUPs.pdf>

*Canada’s center for digital and media literacy.* Media Smarts. Retrieved from <http://mediasmarts.ca/>

*Worcester county public schools technology plan.*Worcester County Board of Education. Retrieved from <http://www.worcesterk12.com/media/2009_Technology_Plan.pdf>