

Maryville City Schools Responsible Use Policy (RUP) Grades 4-12

Internet access* is available for all students as an educational resource.

- I will only access websites as directed and allowed during instructional time.
- I will not attempt to access inappropriate content.
- I will inform a teacher immediately if any inappropriate sites are accessed while I am online.
- I will not attempt to bypass the Internet filter.
- I will not remotely access computers outside the system's network.

**Internet access is provided on-campus for all students. These policies also apply when using district-issued devices off-campus through other public or private networks.*

The computer, software, wireless devices, and network are available for all students as an educational resource.

- I will treat the computers, all devices, and hardware with respect and not cause damage to them.
- I will not share my usernames and passwords with anyone nor will I use another student's username and password.
- I will not share my device, charger, or other school-issued equipment with others.
- I will transport and handle my device with care, always following communicated procedures.
- I will not access, alter, or delete another person's information/files on any computer or device.
- I will follow copyright law in my projects and give credit to my resources (authors and/or websites).
- I understand that teachers and administrators may monitor all student activities on the network and devices on and off campus.
- I will not use the device to illegally distribute, install, or reproduce copyrighted materials.
- I will not use the device to facilitate any illegal activity, or use it for commercial or for-profit use.
- I will not use the computer network to attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
- I will not utilize school district or individual school names, logos, or trademarks without permission.
- I understand that students are responsible for storing and backing up their own data.

School-issued devices are set-up and the software programs are selected for all students as an educational resource.

- I will not download, install, or remove software/apps or media without permission and direction from a teacher.
- I will not personalize the external appearance of my school-issued device.
- I will not change the district settings on my device.
- I will not remove the asset tag or any licensing tags or manufacturers stickers from the device.
- I will immediately notify a teacher or administrator if I identify a security problem or other issue on a technological resource, and I will not demonstrate the problem to others.

Good Digital Citizenship should be practiced on and off campus.

- I will only use online communication (email, instant messaging, chat rooms, blogs, wikis, etc.) for educational purposes on school-issued devices.
- I understand that all school-issued email communications are stored and may be accessed and examined by teachers and administrators at any time.
- I will always use proper and appropriate language and my best writing skills (including adhering to copyright policies).
- I will never give or post personal information (my name, address, telephone number, etc.) to someone online.

- I will never use online communication to harass or bully.
- I will not engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting content that is obscene, profane, pornographic, harassing, abusive, or considered harmful to others.
- I understand that I should not share or post pictures or recordings of other individuals without their consent (or parental consent for minors).

Personal Devices (cell phone, Kindle, iPad, smart watches, etc.)

- I will only use personal devices at school with teacher permission and supervision or during designated times determined by the administration.
- I will accept all responsibility if my device is lost, stolen, or damaged.
- Administrators have a right to examine any personal device with probable cause.
- My teachers and or my school may set additional requirements and restrictions for personal devices.

School Email

- Maryville City Schools may provide students with a **closed-campus** email account.
- Email usage may be monitored and archived. There is no expectation of privacy with school email accounts.

Artificial Intelligence (A.I.)

- I will only use AI tools when my teacher or supervisor gives me permission.
- I will use AI tools in a responsible, ethical, and educationally appropriate way.
- I will not present AI-generated work as my own original work.
- I will avoid using AI to create or share inappropriate, biased, or harmful content.
- I will give credit when I use AI to help with school or work tasks.
- I will not enter personal, sensitive, or confidential information into AI without MCS approval.
- I understand that AI should support creativity, critical thinking, and academic integrity.
- I understand that misuse of AI tools may result in consequences according to the district's technology use policies.

If I don't follow the RUP:

- I may lose the privilege of using computers, personal devices, and/or the Internet at school.
- I may lose the privilege of taking a school issued device off-campus.
- I understand that I may be held financially responsible for any deliberate or negligent damage to equipment and for loss or theft of the equipment while in my possession or when I am charged with its care (see below).
- I understand that the administration will determine disciplinary and/or financial consequences for Responsible Use Policy (RUP) violations.
- I understand that certain willful misuse may result in criminal prosecution under applicable state and federal law.

iReach Resource Guide

Additional information, details, and examples regarding the RUP, Protection Plan, and MCS technology resources and guidelines are found in the iReach Resource Guide on our district website. Parents and students are responsible for the content of the iReach Resource Guide in addition to the RUP. Families may request a hard copy of the guide at any time.