Maryville City Schools Responsible Use Policy (RUP)
Grades PreK-3

Internet access is available for all students only as an educational resource.
- I will not go to websites that are not appropriate for learning.
- 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 to access a blocked website.

The computer, software, iPads, and network are available for all students only as an educational resource.
- I will treat the computers, iPads, hardware, and accessories (i.e. cases and keyboards) with respect and not cause damage to them.
- I will not share my username and password with anyone nor will I use another student's username and password (for any technology resource.)
- I will not share my iPad or other school-issued equipment with others unless instructed to do so by a teacher.
- I will not access, alter, or delete another person's information/files on any computer, iPad, or other 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 will monitor all student activities on the network and devices.
- I will not illegally distribute, install, or reproduce copyrighted software on electronic devices.
- I will not use my 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.

School-issued devices are set-up and the software programs are selected for all students only 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 bottom of the device.

Good Digital Citizenship should be practiced <u>on and off campus</u>.
- I will only use online communication (email, instant messaging, chat rooms, blogs, wikis, etc.) for educational purposes on school 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 personal information (my name, address, telephone number, etc.) to someone online.
- I will never use online communication to harass or bully anyone.
- I will not engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting content that is inappropriate, considered harmful to minors, or likely to be offensive or objectionable to recipients.

- 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 should be only used as an educational resource (cell phones, e-readers, smart watches, etc.)
- I will not access the Internet using my personal devices (either school Wi-Fi or using cellular data) while at school.
- If I bring a cell phone, it will remain turned off and in my backpack for the duration of the school day.
- I will only use e-readers at school with teacher permission and supervision or during designated times determined by the administration.
- I will accept all responsibility if my personal device is lost, stolen, or damaged on school property.
- I understand that administrators have a right to examine any personal device with probable cause.
- I understand that my teachers and or my school may set additional requirements and restrictions for personal devices.

School Email
- I will only use email when directed by a teacher and for instructional purposes. (Maryville City Schools may provide students with a **closed-campus** email account).
- I understand that my 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 Responsible Use Policy (RUP):
- I may lose the privilege of using computers, iPads, and/or the Internet at school.
- I understand that I may be held financially accountable for any deliberate or negligent damage to equipment.
- I understand that the administration will determine disciplinary and/or financial consequences for 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 and Maryville City Schools 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.