

Acceptable Use of School Digital Technology

Introduction: Peoria Unified School District believes technology in the 21st century greatly enhances instruction and is a critical tool for learning and, preparing our students to not only succeed but to also “shape tomorrow”. Therefore, our district provides students and teachers with a variety of digital technologies, tools, and resources. However, with the benefits technology brings, there are also risks to the safety of our students, especially as they use the Internet. Those concerns lead to not only a classroom emphasis on digital citizenship and responsible use, but also require the district to provide users with administrative rules, as you will see in the following terms and conditions.

Acceptable use of PUSD’s digital technologies requires that the use of these resources be in accordance with the following rules and supports the educational goals of the district. You will be held responsible for your actions, which may be monitored and tracked while using district technology resources of any kind.

I agree to the following rules, whether using district technologies or my own personal device(s) while on any district property.

1. I will use all PUSD technology (hardware, software, and the network) for educational or school business purposes only.
2. I will not share, publish, display, or retrieve/download or provide links to any inappropriate material, including material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, deliberately inaccurate, or encourages the use of a controlled substance.
3. I will not download, archive, distribute or share any software or digital file, (such as movies, music, or text) that would constitute a violation of copyright laws, including any trademark and/or license restrictions.
4. I will not plagiarize anyone’s work or ideas.
5. I will not harm or modify system files or data belonging to other users.
6. I will not attempt to gain unauthorized access to district systems, software, or hardware.
7. I will only access the PUSD network with my personal PUSD username and password.
8. I will never share my password.
9. I will notify my teacher if a password is lost or stolen, or if there is reason to believe that someone has obtained unauthorized access to the system or to my personal account.
10. I will only use technology devices as directed by the teacher.
11. I will use the PUSD email system respectfully and appropriately. Further, I understand that...
 - e-mail should not be considered secure or private.
 - any communication in the district e-mail system is the property of the district.
 - computer activities, including e-mail, are monitored, and tracked by the district.
12. I will not share my personal information, or that of others, without the permission of a teacher or administrator.
13. I will not use any district technologies to make any unauthorized purchases or to conduct any nonapproved school or district business.
14. I will use games and/or simulations for educational purposes only and not for entertainment, unless authorized by a teacher or administrator.
15. I will follow all [district policies](#) and the [Student Handbook](#) as written.

16. I will use Office 365 OneDrive to store all my school-related documents and files, unless otherwise directed by my teacher.
17. I will notify my teacher, or administrator, or email the [district Help Desk](#), if I suspect I have discovered a security problem on any PUSD technologies or system. I will not share the problem with peers or exploit the problem in any way.
18. I will only connect to the Internet while on district property via the district Wi-Fi when using my personally owned technology devices.

Student use of all district technology systems, devices and the network is acknowledged to be a privilege. You must adhere to these agreements to earn that privilege and acknowledge their understanding by signing this agreement. Administrator(s) will deem what is appropriate and inappropriate use of district technology. Any action determined to constitute an inappropriate use subjects you to disciplinary action. Depending on the seriousness of the offense, consequences will be administered as stipulated in the [Student Handbook](#) and/or [District Policy](#). You will also be subject to all applicable state and federal laws.

Students, and parents/guardians of students, must understand that their child may have access to the Internet. Using filtering software and supervision, PUSD limits access to inappropriate materials on the Internet.

Students and parents should be aware that no filtering system is completely effective in preventing access to all inappropriate materials, and it is the student's responsibility to follow the above regulations and the directions of staff should they encounter any inappropriate materials.