ACES Responsible Use – Code of Conduct

Responsible Use	Code of Conduct	I understand (initial)
Educational Use: Use of the Internet, applications, and hardware are technology resources used for learning. This access is a privilege, not a right. Willful or intentional misuse could lead to disciplinary action.	• I understand that the technology that I use at ACES is a privilege and for educational use only. • I will follow all teacher instructions concerning the use of technology. • I will visit sites on the Internet that are appropriate for my learning as directed by my teachers.	Initials:
Respect Privacy: All ACES users are expected to respect the privacy and personal rights of others.	• I will not repost or forward electronically a message that was sent to me privately without permission from the person who originally sent the message. • I will not post or send private information about another person. • Under no circumstances can I view, use, or copy someone's work or information without permission and citation. • I will ask permission before taking or using someone's picture, voice, or likeness.	Initials:
Respect Property: I will respect school property and the property of others. Vandalism will not be tolerated. I understand things like hardware, software, and multimedia files can be school or private property. Technology equipment (e.g., device, bag, mouse, power cord) must be used with the utmost care. If the laptop is lost/stolen your parents/guardians must complete a police report within 48 hours.	• I will keep my device in working order. That means I must report any malfunctions to my teachers. • I know that vandalism will result in disciplinary action. • I will not make any changes or deletions to any of the software that ACES provides. • I will charge my laptop daily so that learning can occur. • If my laptop is lost or stolen, I will report it to my teachers and parents/guardians immediately.	Initials:
Be Polite and Kind: Any work that I create, post, send, or share must be polite and not threatening or offensive in any way. Students will only work on their own assigned devices.	• I will take pride in my online communications. • I will be considerate of others and their cultures when posting work or sending email. I will not make or distribute jokes or stories which are based upon slurs or stereotypes (e.g., cyber-bullying, race, gender, ethnicity, nationality, religion). • I will use appropriate language, symbols, or pictures. • I understand that I am responsible for my actions. In no way should I interfere with someone's device setting, power button, or keyboard. • I will only use my assigned laptop under my ACES assigned username.	Initials:
Respect the Law: I will never engage in activities that are against the law. I will not send messages that contain false or misleading information, which may hurt a person. I will not disguise the origin of e-mail. Cyber bullying is against the law. According to CT law – Public Act No. 11-232 cyberbullying means any act of bullying using the Internet, interactive, and digital technologies or other mobile electronic laptops or any electronic communications.	• I understand that hacking into ACES software or network is against the law. • I understand that taking someone's identity to send false or misleading information is against the law. • I understand that any cyberbullying online will result in serious consequences. • I will not intentionally damage or destroy equipment, for example, bags, power cords, or laptops provided to me by ACES. • I understand giving credit for other people's work by citing sources.	Initials:
Keep Personal Information Private: I will not reveal my full name, home address, school address, e-mail address, or telephone number in any online post or attachments. I will never arrange face-to-face meetings with someone I met online.	• If I find the messages offensive or uncomfortable, I will alert my teachers and parents/guardians. • I understand that I should NOT meet a stranger in person that I met online.	Initials:
Filtering and Internet Safety ACES provides a filtered network while students are online. This filter is active whenever a student is logged on using their ACES device. Everyone must assume responsibility for supervising use by a minor. Though ACES provides this filter to a student account on their ACES device, no content filter can guarantee that access to unacceptable or undesirable content will always be blocked.	• My work on my device will be monitored by an adult at my home. • I understand that using the device inappropriately could result in loss of privileges or disciplinary actions. • At home, my device will be used only by me for schoolwork.	Initials:
Protect Your Password: I know that passwords are not to be shared with anyone. When I log in, I will only use my assigned	• I understand that I must keep my password private and cannot share it with anyone. • I understand that I cannot use anyone else's password to get into the	

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account. I will never look, view, use, or copy another person's password.	ACES network.	Initials:
Respect Your Network: ACES provides a secure network to enrich the educational experience (e.g., file storage, content management system, student information system, library circulation/cataloging, educational software). I will not use the network in such a way that would disrupt the use of the network by others. I know the school system can access and review my e-mail, files, or work.	• I will not install anything onto the school device. • I will not take any actions that would cause intentional disruption of services on the network. • I will use the accounts created by ACES and not create any on my own. • I will use the network for educational purposes only.	Initials:
Communicate and Collaborate Online: There are many approved Internet Web sites and Learning Management Systems that my teachers will recommend for posting my work (e.g., Google Classroom, Canvas (LMS), blogs, podcasts.) I will respect the intellectual property of others.	• I will make sure that all postings meet my teachers' requirements. • I will be proud of any work that I post online. • I will ensure I use these tools for school related work only. • I will not copy anything I do not have permission to copy; I will not plagiarize other people's work.	Initials:
Maintenance Updates and Repairs: ACES will collect the device at predetermined intervals during the school year and over the summer. The device, bag, and power cord must be turned in with reasonable wear and tear.	• I will hand in my device, bag, and power cord when asked by my school for maintenance and or monitoring. • I will hand in my device, bag, and power cord when asked for summer collection. • I will keep my device, bag, and power cord in good condition.	Initials:

This document is designed for students and parents/guardians to better understand the ACES Board approved policy on acceptable use of technology 6141.321 for students https://www.aces.org/our-agency/publications/policy-manual/chapter-6000#6141.321%20Acceptable%20Computer%20Network%20Use%20(AUP). Nothing in this document supersedes, replaces, or modifies, in any way the ACES Board approved policy.

Student: I understand and will abide by the above rules. Should I violate any of the rules, my access privileges may be taken, school discipline action may be taken, and/or appropriate legal action may be taken.

Parents or Guardians: As the parent or guardian of the above-named student, I have read the rules and explained them to my child. I understand that ACES has taken precautions to eliminate online material not suitable to the educational environment, but it is impossible for ACES to restrict access to all controversial materials. I will not hold ACES, staff, faculty, agents, and employees responsible for any exposure of my child to materials that I consider inappropriate. I accept full responsibility for supervision of my child online when my child is not in school. I give permission for ACES to issue an account for my child to access the ACES online educational resources and the ACES secure network, including additional Microsoft, Project Lead the Way applications, and Google Services like Google Maps. I may review related federal and state laws (FERPA, COPPA, CIPA, PPRA, CT student data privacy) and applications used by ACES by accessing the student data privacy site: https://www.aces.org/services/educational-technology/data-privacy-practices

Item	Response
Grade or Team	
Student Name (Printed)	
Student Signature	
Date Student Signed	
Parent or Guardian Name	
Parent or Guardian Signature	
Date Parent or Guardian Signed	