Mansfield PreK-7
Student Responsible Use and Digital Citizenship Guidelines

WHAT IS THE RUP?

RUP stands for **Responsible Use Policy**. It means that you agree to only do **responsible** things when you are using the Mansfield Public School's computers. The Mansfield Public Schools has rules that all students have to follow when they use the Internet. The Responsible Use Policy tells you and your parents what is responsible.

WHY DOES THE MANSFIELD PUBLIC SCHOOLS HAVE AN RUP?

A lot of people use the Mansfield Public School's **network** and school computers. We need to make sure that everyone feels comfortable and safe using the network. We all also need to make sure that our computers and printers are in working order for everyone to use.

WHY DO I HAVE TO BE RESPONSIBLE FOR WHAT I DO ON THE MANSFIELD PUBLIC SCHOOLS NETWORK?

Using the Internet in school is a **privilege not a right**. The **Mansfield Public School's network, web pages, and email accounts** are **NOT** private. Mansfield Public Schools staff are able to **"monitor"** everything you do on the school computers. This means someone can read what you write and see the web pages that you visit. **THINK** -- before you do anything online that you would not do in front of your teachers or parents.

WHAT HAPPENS IF A STUDENT DOES NOT FOLLOW THE RULES IN THE RUP?

The Mansfield Public Schools has **consequences** or punishment for students who use the Internet in irresponsible ways. Just like when someone breaks classroom rules there are "consequences" if you don't follow the rules in the RUP rules. You need to report to a teacher or other adult anything you see online that does not follow the rules listed in the RUP. If you do not follow this policy, you can lose your computer privileges in school. You can also be punished under the **Code of Conduct**. The Mansfield Police will get involved if a student breaks a law.

1. **I AM RESPONSIBLE FOR MY COMPUTER and E-MAIL ACCOUNTS.** I will not give my password to anyone. I will log off from my account when I am finished. If I see another person's inappropriate work on a computer screen, I will tell an adult. I will wait to use the computer until an adult has removed the material.

2. **I AM RESPONSIBLE FOR MY LANGUAGE.** I will only use language, symbols, and images on the Internet and in my school email that I would use in the classroom with my teacher. I will not use inappropriate language when I use a computer.

3. **I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will not write anything mean or hurtful to another person. I will not be a bully or make fun of anyone. I will not stalk any person online or by text message. I will tell a teacher if I see anything hurtful to another student online. I will use email and other means of communications responsibly. I will not send or post hateful or harassing media, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.

4. **I AM RESPONSIBLE FOR MY USE OF THE MANSFIELD PUBLIC SCHOOL DISTRICT NETWORK.** I will not look for web pages with pictures, words, or sounds that are not appropriate in school. I will not look for inappropriate web pages or documents including but not limited to violence, drugs, or weapons. I will not download any files, including music and video files, unless a teacher gives me permission. I will not intentionally access other people's work or alter and/or delete it.

5. **I AM A RESPONSIBLE MEMBER OF MY SCHOOL WHEN I AM ONLINE.** I will not write anything or post pictures or video that is hurtful or embarrassing to anyone while I am online. Additionally, many social media accounts have age restrictions on primary account holders. This age is typically thirteen and includes but not limited to Instagram and Snapchat.

6. **I AM RESPONSIBLE TO BE HONEST ABOUT WHO I AM ONLINE.** I will not pretend to be anyone else online. I will not send email, create an account, or post any words, pictures, or sounds using someone else's name. I will not use another person's login name or password.

7. **I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE MANSFIELD PUBLIC SCHOOL NETWORK.** I will not try to change security settings or install any software, including proxy servers on school computers without permission. I will not connect school district devices to not school district networks or hotspots.

8. **I AM RESPONSIBLE FOR PROTECTING MANSFIELD PUBLIC SCHOOL PROPERTY.** I will not break or destroy any computer equipment on purpose. I will not move any equipment, including keyboards and mice, without permission.

9. **I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE.** I will not plagiarize. When I use information from a website, I need to let people know where I got the information. I will obey copyright laws and will not download words, pictures, video, or music that belongs to someone else.

10. **I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ANYTHING ONLINE.** I will not publish any material on a school website, wiki, blog, podcast, or discussion group without permission. I will not publish a picture, including my picture, with the person's first or last name in the caption. I recognize it is important to respect the privacy of others.

11. **I AM RESPONSIBLE FOR HOW I COMMUNICATE ONLINE WITH FACULTY, AND STAFF.** If I need to communicate with my teachers, coaches, or club activity advisors I will respect their privacy and will follow the approved methods of communications that my teachers, coaches,or club/activity advisors explained to me at the beginning of the season/year.

REF:
Boston Public Schools
Niagara Falls City School District
Common Sense Media