









**Student Acceptable Use Policy and Internet/Network Safety Agreement**  
Cincinnati Public Schools 2023-2024 School Year  
*Grades 4-12*

**Student Agreement**

I WILL...	
	I understand that I am expected to use my assigned device safely, responsibly, and for educational purposes only
	I will treat my equipment with care and respect. I understand that I am responsible for the proper use of technology that is issued to me in my name.
	I will be a respectful digital citizen. I will not cyberbully, send inappropriate messages or use inappropriate language.
	I will notify an adult if an internet/security issue is suspected or identified.
	I will return the device in the condition in which I received it (keyboard/screen cleaned off; no food particles), because I understand another student may be assigned this device.
	I will follow the student responsibilities listed below and the Cincinnati Public Schools (CPS) <a href="#">Code of Conduct</a> while using technology.

**Student Responsibilities**

1. **I will be responsible for my assigned device and accounts.** I will not share my account information, passwords, or other information used to access programs to anyone. I also know that I should not access accounts under someone else's name. If I see someone else's information, when using a shared device, I

will tell an adult and wait to use the device until an adult has removed the material.

2. **I will be kind and respectful in my language and how I treat others while online.** I will not intentionally be hurtful, bully, harass, intimidate, stalk, or threaten other students and staff ("cyberbullying"). I will only use language on the internet and in my school email that I would use in the classroom with my teacher. I will tell a teacher if I see anything hurtful to another student online.
3. **I will use the CPS Network responsibly.** I will not access, post, display, or otherwise use material that is not school appropriate. I will not look up web pages, apps, or documents that have content that is inappropriate. I will not create or share photos, videos, or texts/chats that are inappropriate. Inappropriate content can include things that are discriminatory, mean-spirited, improper, sexually explicit, violent, or disruptive language. I will not download any files, including music and video files, unless a teacher gives me permission.
4. **I will 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. I will not "plagiarize." When I use information from a website, I need to let people know where I got the information and cite my sources. I will obey copyright laws and will not download words, pictures, video, or music that belongs to someone else.
5. **I will protect the security of the CPS Network.** I will not try to change security settings or install any software on school devices without permission. I will not use a phone, personal laptop, or any electronic device in school without a teacher's permission. I will not "hack" into any systems to manipulate data of the district of other users.
6. **I will protect all CPS property that is assigned to me.** I will not break or destroy any equipment on purpose. I will not move any equipment, including keyboards and mice, without permission. I will not disrupt or harm district technology (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers, etc).
7. **I will protect myself and others while 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 attached. I will not give personal information (such as name, address, telephone number, Social Security number, or other personal information) of mine, another student, staff member, or anyone else without permission or with the intent to threaten, intimidate, harass, or ridicule that person.

## Frequently Asked Questions

### What is an AUP?

AUP stands for "Acceptable Use Policy." It means that you agree to only do "acceptable" things when you are using Cincinnati Public Schools (CPS) internet and technology. For details on what is "acceptable" see the above agreements and responsibilities as well as your building and/or classroom rules. The AUP is an agreement that you must digitally sign for you to be allowed to use CPS network and equipment.

## **What is an MDA?**

MDA stands for “Mobile Device Agreement.” It means that you agree to handle devices and equipment in a safe and secure manner. Please note that within this agreement it states you may be charged for repair or replacement costs to your device if there is damage caused by...

- A. horseplay in the vicinity of the device.
- B. spilling liquid or food on the device.
- C. closing the monitor on an object (e.g. pen, pencil, calculator, paper clip, etc.).
- D. the device not being cleaned off when turned in.
- E. theft of the device resulting from not securing the device properly.
- F. loss of missing devices.

[CLICK HERE](#) for equipment fee list.

## **Why does CPS have an AUP/MDA?**

A lot of people use the Cincinnati Public Schools' network and school devices. We need to make sure that our devices and printers are in working order and that everyone is safe and comfortable when using the network.

## **Why do I have to be responsible for what I do on the CPS District Network?**

It is important that we are all responsible digital citizens in order for all staff and students to have safe spaces to learn and grow. Using the internet and district technology is a privilege given to help in achieving that goal. Please understand that the CPS network, web pages, and email accounts are NOT private. CPS staff, as well as the Cincinnati Police, are able to “monitor” all activity on school devices. (Including everything you read, what you write, and the web pages that you visit on school devices). This is done to ensure that district technology is being used for safe and appropriate activities. Pause and think before you use your device to ensure you don't do anything online that you would not want your teachers or parents to see.

## **What happens if a student does not follow the rules in the AUP/MDA?**

The CPS AUP/MDA are in place to ensure we all have safe spaces to learn and grow while using technology. If you see anything online that does not follow the agreements and responsibilities, report it to a teacher or adult IMMEDIATELY! Students who do not follow the CPS AUP/MDA will receive consequences up to the loss of device privileges. Consequences will be determined by your building principal according to your school's rules and procedures. Please note the Cincinnati Police Department will be contacted if your actions have broken a law. Lastly, you could be responsible for fees associated with your device(s).