

Cincinnati Public Schools AUP/MDA Grades 3-6

AUP “I Will”

1. I will use technology for educational purposes only.
2. I will be a responsible digital citizen. I will not cyberbully or sext.
3. I will follow the CPS Code of Conduct while using technology.
4. I will protect myself by not posting personal information.
5. I will be polite and use appropriate language.
6. I will notify an adult if an internet/security issue is identified
7. I will treat my equipment with care and respect.

WHAT IS THE AUP/MDA?

AUP stands for “Acceptable Use Policy.” It means that you agree to only do “acceptable” things when you are using Cincinnati Public Schools’ computers. The Cincinnati Public School District has rules that all students have to follow when they use the Internet. The “Acceptable Use Policy” tells you and your parents what is “acceptable.” It is an agreement that you (the student) must digitally sign for you to be allowed to use Cincinnati Public Schools’ computer equipment and network.

MDA stands for “Mobile Device Agreement.” It means that you agree to handle devices in a safe and secure manner. This agreement states the following may cause you to be charged with repair or replacement costs of your mobile device:

- Damage caused by a result of horseplay in the vicinity of the mobile device.
- Damage caused by the spilling of liquid or food on the mobile device.
- Damage caused by closing the monitor on an object (e.g. pen, pencil, calculator, paper clip, etc.).
- Theft of the mobile device resulting from inadequate security precautions.
- Missing or lost mobile device.

	Broken Screen	Broken Keyboard	Replacement Device	Other
HP Netbook 215 G1	\$350.00	\$199.00	\$125.00	Will Be Determined
HP Laptop 450 G1	\$267.00	\$48.00	\$400.00	Will Be Determined
HP x360	\$297.00	\$65.00	\$467.00	Will be Determined
Lenovo Yoga	\$350.00	\$85.00	\$550.00	Will Be Determined
Kajeet Mobile Hotspot	n/a	n/a	\$145.00	Will Be Determined
Macbook Pro	\$500.00	\$205.00	\$1199.00	Will Be Determined
Ipad	\$342.00	n/a	\$299.99	Will Be Determined
Laptop charger	n/a	n/a	\$50.00	Will Be Determined
HP Desktop PC	\$140.00	\$30.00	\$994.00	Will Be Determined
Imac (desktop)	\$140.00	\$73.00	\$1,339.00	Will Be Determined

WHY DOES THE CINCINNATI PUBLIC SCHOOL DISTRICT HAVE AN AUP/MDA?

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

WHY DO I HAVE TO BE RESPONSIBLE FOR WHAT I DO ON THE DISTRICT NETWORK?

Using the Internet in school is a privilege, not a right. The Cincinnati Public Schools' network, web pages, and email accounts are NOT private. CPS staff and the Cincinnati Police 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. You need to THINK before you 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?

There are “consequences” or punishments for students who use the Internet in unacceptable ways. Just like when someone breaks classroom rules, there are consequences if you don't follow the AUP/MDA rules. You must report to a teacher or another adult anything you see online that does not follow the rules listed in the AUP/MDA. If you do not follow this policy, you can lose your computer privileges in school. You also can be punished under the Cincinnati Public Schools Code of Conduct. The Cincinnati Police Department will be called if a student has broken a law.

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1. I WILL BE RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL

ACCOUNT. 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 work on a computer screen, I will tell an adult, and I will wait to use the computer until an adult has removed the material.

2. I WILL BE RESPONSIBLE FOR MY LANGUAGE.

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 not use bad words when I use a computer.

3. I WILL BE 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.

4. I WILL BE RESPONSIBLE FOR MY USE OF THE CINCINNATI PUBLIC

SCHOOLS' NETWORK. I will not look for web pages with pictures, words or sounds that are not appropriate in school. I will not look for web pages or documents about sex,

violence or weapons. I will not download any files, including music and video files, unless a teacher gives me permission.

5. I WILL BE RESPONSIBLE FOR BEING 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.

6. I WILL BE RESPONSIBLE FOR PROTECTING THE SECURITY OF THE

CINCINNATI PUBLIC SCHOOLS' NETWORK. I will not try to change security settings or install any software on school computers without permission. I will not use a phone,

personal laptop, or any electronic device in school without a teacher's permission.

7. I WILL BE RESPONSIBLE FOR PROTECTING THE PROPERTY OF CINCINNATI

PUBLIC SCHOOLS. I will not break or destroy any computer equipment on purpose. I will not move any equipment, including keyboards and mice, without permission.

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8. I WILL BE RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S ONLINE

PROPERTY. I will not “plagiarize.” When I use information from a website, I need to let

people know where I got the information. I will cite my sources. I will obey copyright

laws and will not download words, pictures, video or music that belongs to someone else.

9. I WILL BE 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.

Please watch the Cincinnati Public Schools Laptop Care [video](#).

By entering the information below, you agree to the terms and conditions of the AUP/MDA for Cincinnati Public Schools.

*use Novell info for this