

# The Arlington Public Schools Responsible Use Policy

The Arlington Public Schools (APS) makes a variety of technology resources available for student and staff use. Our goal in providing these resources is to promote academic excellence through collaboration, communication, and innovation. These resources are to be used for educational purposes only. The **APS Responsible Use Policy** outlines expectations that show good digital citizenship, as well as describing the prohibited uses of APS technology related to networks, devices, and online resources. This policy applies to all students regardless of their physical location. This means that students are expected to demonstrate ethical behavior at all times when using APS technology resources.

## **I am responsible for my school-based accounts.**

I understand that passwords to my Sponyders and other school-based accounts are private. I understand that I am responsible for all online activities conducted through my accounts regardless of where I am. I understand that it is unlawful to attempt to electronically capture another person's password. I will log off the computer at the end of each session to protect my password and account information.

**I am responsible for my language.** I will use appropriate language in my email messages, online postings, and other digital communications. I will communicate with others in constructive and meaningful ways. I will not use profanity, vulgarity, or targeted remarks about others regardless of location.

**I am responsible for how I treat other people.** I will use email and other digital platforms (e.g. social media, blogs, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send, share, or post derogatory, profane, or hate-filled messages or email. I will not engage in online bullying in or out of school.

**I am responsible for my use of the Arlington Public Schools network.** I will use APS technology and digital learning resources responsibly. I will not search, save, share, or display content or images that are offensive, hate-based, or sexually explicit.

## **I am responsible for being honest while I am online.**

I understand that pretending to be someone else online is forbidden. This includes creating accounts, sending email, posting messages or content (e.g. text, images, audio, video) in someone else's name.

## **I am responsible for my conduct on all online sites.**

I understand what it means to be a good digital citizen. I will not engage in any social media activities that negatively impact the school community, learning environment, peers, teachers or administrators.

## **I am responsible for protecting the security of the Arlington Public Schools network.**

I agree not to disrupt or interfere with the APS computer system and network. I will not attempt to bypass any security settings or Internet filters. I will not install any illegal software, including file sharing, shareware, or freeware, on school computers.

**I am responsible for protecting school property.** I agree to treat school property responsibly. I will not vandalize or damage school equipment. If something is broken, I will let a teacher or school staff person know as soon as possible. I understand that school property may be physical items such as computers, keyboards, or tablets but may also be virtual items such as shared documents, network infrastructure, etc.

**I am responsible for respecting other people's property online.** I will follow all copyright, trademark, and licensing agreements. I will use citations or ask for permission when using other people's work. I will not plagiarize. I will not illegally download copyrighted materials including, but not limited to, movies and music.

**I am responsible for following school rules whenever I publish anything online.** I will follow all APS and/or classroom guidelines when publishing schoolwork online (e.g. to a website, blog, discussion board, podcast, or video). I understand that it is unsafe to share or post personal information online including my name, address, phone number, or school. I understand that it is not safe to share the personal information, photos, or videos of peers without the permission of the peer and his or her parent or guardian (age 18 or older).

For information and resources  
related to digital learning visit the  
[APS Digital Learning site.](#)