Responsible Use Policy for Rochester CUSD 3A

In alignment with the International Society for Technology in Education (ISTE) standards and the Consortium for School Networking (CoSN) guidelines, Rochester CUSD 3A is committed to fostering a safe, respectful, and productive learning environment. This Responsible Use Policy outlines expectations of technology, ensuring it supports educational goals and promotes digital citizenship for all Rochester CUSD 3A individuals.

The purpose of this policy is to:
- Encourage responsible and ethical use of technology.
- Protect individuals from inappropriate content and cyber threats.
- Promote digital literacy and citizenship.
- Foster a positive and collaborative online environment.

1. Respect and Protect Yourself
- Personal Responsibility: Individuals will only log on to an assigned device using their username and password.
- Password Security: Individuals must keep passwords confidential.
- Digital Footprint: Individuals should be aware of their digital footprint and take steps to protect their personal information.
- Privacy: Individuals should avoid sharing personal information such as home addresses, phone numbers, age or other identifying information online.

2. Respect and Protect Others
- Cyberbullying: Any form of cyberbullying, harassment, or inappropriate conduct towards others is strictly prohibited.
- Respectful Communication: Individuals should communicate respectfully online, avoiding rude, hurtful, or offensive language.
- Academic Integrity: Individuals must uphold the academic integrity of others by properly citing sources and avoid any form of plagiarism.
- Copyright Laws: Individuals should comply with copyright laws and use resources legally, giving proper credit to authors and avoiding illegal downloading or sharing of digital content.
- Fair Use: Individuals should understand and adhere to fair use policies when using content for educational purposes.

3. Protect and Care for Technology Resources
- Device Care: Individuals are responsible for the proper care and use of school-issued devices, ensuring they are handled with care and returned in good

condition. Individuals should only download apps or content approved for the course.

- Appropriate Use: Technology should be used for educational purposes. Individuals should use school devices to access appropriate content or engage in educational activities.
- Reporting Issues: Any technical issues or damages should be reported immediately to the appropriate school personnel. Individuals will be invoiced for damages.

4. Promote Digital Literacy and Citizenship
- Digital Skills: Individuals are encouraged to develop digital skills that support learning and creativity.
- Critical Thinking: Individuals should evaluate the credibility of online sources and be aware of the potential for misinformation.
- Collaboration: Individuals are encouraged to use technology to collaborate with peers, both locally and globally, in a manner that respects diversity and promotes inclusive practices.

5. Data Privacy and Security
- Data Protection: Individuals should understand the importance of protecting personal and school data, including not sharing passwords and being cautious of phishing attempts.
- Safe Browsing: Individuals should use the internet safely and responsibly, avoiding sites that are not secure or that could compromise data.
- Email Use: School district email accounts are provided for educational purposes and belong to the school district. Individuals should use email appropriately, understanding that email communications can be monitored and are subject to the Freedom of Information Act (FOIA) requests.

6. Infrastructure and Support
- Reliable Access: The school will provide reliable access to technology and resources, minimizing disruptions and ensuring equitable access for all individuals.
- Technical Support: Adequate technical support will be made available to help individuals effectively use and troubleshoot technology.

7.Responsible Use of Artificial Intelligence (AI)
- Ethical AI Use: Individuals should use AI tools responsibly and ethically, understanding the capabilities and limitations of AI technologies.

- Transparency: When using AI-generated content or tools, individuals should clearly indicate their use and ensure they are not misrepresenting AI work as their own.
- Bias Awareness: Individuals should be aware of potential biases in AI systems and critically assess the information or outcomes provided by AI tools.

8. Implementation and Enforcement
- Education and Training: Individuals will receive ongoing education and training on responsible technology use and digital citizenship.
- Monitoring and Supervision: The school will monitor the use of technology to verify compliance with this policy.
- Consequences: Violations of this policy may result in disciplinary action, including loss of technology privileges, detention, suspension, or other appropriate measures in accordance with school policies.

Using your device is a privilege, and any privilege comes with responsibility. By adhering to this Responsible Use Policy, individuals will contribute to a safe, respectful, and effective learning environment.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Staff Signature: _____ Date: _____