



# Chippewa Valley Schools

## Technology Acceptable Use and Safety Policy

### Grades 6-12

I understand that using the computer correctly and responsibly is very important. I agree to follow the district Acceptable Use Policy when using my district issued laptop and other equipment at school or at home. I understand that if I break these rules, I might face disciplinary action and I might not be able to use school computers, but I will still be responsible for completing all schoolwork. I agree to take care of the computer and will be responsible for any damage, including applicable fines or fees, due to accidental damage, carelessness, neglect, or misuse.

*\*The AUP has been updated to include the use of artificial intelligence (AI) tools, including, but not limited to generative AI tools that can produce new content including text, images, video, audio, structures, computer code, synthetic data, etc. in response to prompts generated by users.*

I agree to follow these rules when using the computer and other equipment:

#### **I am responsible for taking all reasonable care when handling district equipment.**

- I will care for the laptop I am assigned. I will use the case if provided with one. I will not be careless with it or put food or drinks by it.
- I will not intentionally damage CVS technology, including the removal or alteration of labels, barcodes, or serial numbers.
- I will not add stickers or other decorative items to the district device.
- If I notice my laptop is broken, I will not try to fix it myself, but I will tell my teacher or another adult immediately.

#### **I am responsible for keeping personal information private.**

- I will not share images or personal information about myself or others online such as name, email address, address, or telephone numbers. This includes using personal information in prompts for AI, including generative AI, tools.
- I will protect the privacy of my username and password from others.
- I will not use someone else's username or password for any reason.
- I will not access, copy, or modify files or passwords belonging to other users.

#### **I am responsible for practicing positive digital citizenship.**

- I will only use social media or artificial intelligence tools approved by the district and only as permitted.
- I will behave appropriately and adhere to the Student-Parent Handbook when contributing to websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology such as generative AI.
- I will never use the computer to be hurtful to others.
- I will not look at, send, or display inappropriate messages or pictures, nor will I use the computer to intimidate, harass or bully others.
- I will report anything that I may see on social media that may impact others' well-being or safety at school to a teacher, administrator, or parent.
- I will immediately notify a teacher or staff member if I access something questionable.

**I am responsible for respecting and maintaining the security of District electronic resources and networks.**

- I will use the hardware and software provided by Chippewa Valley Schools solely for educational purposes.
- I will not vandalize any hardware, software, or data, including unauthorized access into the operation of the technology system and creating or transmitting computer viruses.
- I will not use proxy sites, download VPNs, or do anything else to bypass the district filtering.
- I will not install any software unless approved by the district.
- I will not change any computer settings without permission from a teacher or district staff member.
- I will not use district technology for commercial purposes, partisan/political purposes or for any unlawful purpose.

**I am responsible for respecting the works of others.**

- I will not use or copy materials and represent them as my own.
- I will properly cite all sources including when using any AI tools.

*This Acceptable Use Policy (AUP) is developed for use by Chippewa Valley Schools and serves as a guideline for responsible technology use within the district. It is shared publicly as an example for informational purposes. Other districts are welcome to reference or adapt this document but should ensure compliance with their own policies, legal requirements, and applicable laws. Please do not redistribute this document in its entirety without proper attribution.*