

## Summary of PSD Technology Acceptable Use Policy

These guidelines will help you treat others respectfully and act responsibly as you use technology at and from school. For the full text of the policy, visit [www.pacificasd.org](http://www.pacificasd.org), or ask your school office for a copy.

### 1. Respect others

- Do not use a computer to harm other people. Don't use a computer to do anything that could hurt someone else's feelings, or make them feel angry or afraid. Doing any of these things is called *cyberbullying*. There are serious consequences for cyberbullying, up to and including expulsion from school.
- It is everyone's responsibility to prevent cyberbullying. If you are aware of cyber-bullying, whether it happens to you or someone else, you need to report it to your parents, a teacher or the principal.

### 2. Respect the school's technology

- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by downloading or installing illegal software, shareware, or freeware.
- Do not change any computer settings, including the desktop, without express permission from a teacher or staff member.
- Do not waste limited resources such as disk space or printing capacity.

### 3. Respect other people's work

- Do not share other people's work online. That's *their* job.
- Do not trespass in another's folders, work, or files.
- Do not violate copyright laws. Give proper credit when you use other people's words or pictures. Do not use a computer to share music or anything else you have to pay for.

### 4. Respect other people's privacy

- If you wish to post pictures or videos that show other students at *any* school function, as a courtesy to those students' privacy, you are encouraged to ask their parents for permission first.
- Do not use or share anyone else's login or password.

### 5. Be safe

- Do not communicate online with *anyone* unless you already know them in person or your teacher or parents give you permission.
- Do not share your login or password with another person.
- Tell an adult if someone makes you or other people feel unsafe.

### 6. Keep it clean

- Do not view, send, or display offensive messages or pictures. If you wouldn't feel good about sharing it with your parents or teacher, don't look at it, and don't send it.
- Do notify an adult immediately, if by accident, you encounter materials that violate the rules of appropriate use.

7. Do not use chat rooms, social media sites, or games. They are not acceptable uses of the system *unless specifically* assigned by a teacher or staff member as academic support.

8. If your parents, your school, *and* your teacher allow you to bring personal technology (such as a smart phone) to school, all these rules apply to your device. The District is not responsible for your device if it gets damaged, lost, or stolen.

9. BE PREPARED to be held accountable for your actions and for the loss of privileges and even discipline, including suspension or expulsion, if the Technology Acceptable Use Policy is violated.