**Module 4 – Creating an Acceptable Use Policy**

**Introduction and Link to Ontario Catholic Graduate Expectations**

As members of a Catholic school community, we are called to be **reflective and creative thinkers.**This means we can create, adapt, and evaluate new ideas in light of the common good.

**Activity 1: Minds On**

Read the Scripture passage and discuss the questions which follow.

**Jesus Calls the First Disciples**
*(Mark 1.l8-22)*
*18 As he walked by the Sea of Galilee, He saw two brothers, Simon, who is called Peter, and Andrew, his brother, casting a net into the Sea – for they were fishermen.*

*19 And he said to them, "Follow me, and I will make you fish for people."*

*20 Immediately they left their nets and followed him.
21 As he went from there, he saw two other brothers, James son of Zeb'e·dee and his brother John, in the boat with their father Zeb'e·dee, mending their nets, and he called them.*

*22 Immediately they left the boat and their father, and followed him.*

**Discussion Questions:**

1. When Jesus called the first disciples, what kind of people did he choose?
2. What do you think it means to “fish for people”?
3. How can we use technology to “**enhance the quality of life for others**?”
4. How can students use technology to “**contribute to the common good**?”

**Activity 2: Action**

Beginning next school year, every student will be required to sign a computer “Acceptable Use Policy” before logging on to technology at school.

**Student Task**: As a class or in groups, create an Acceptable Use Policy (A.U.P.) that can be used by all students when using technology while at school.

**What is an Acceptable Use Policy?**

An Acceptable Use Policy or AUP is what computer users agree to when they use a computer or go online.

“In response to the growing use of the Internet in classrooms, many schools have implemented Acceptable Use Policies (AUPs) to ensure that school computers are being used in a safe, relevant and appropriate manner.” (Source: [Media Awareness Network](http://tinyurl.com/vxgv))

Review the following examples of Acceptable Use Policies. Discuss what they “look like” in terms of length, wording, etc. What is their purpose? Do people read them? Are they helpful to the user?

**Example User Agreements** (Ctrl + Click to open)

The [iTunes Acceptable Use Policy](http://www.apple.com/legal/itunes/ca/terms.html)

[Xbox Community Network](http://www.xcncentral.com/acceptable_use_policy.aspx) Acceptable Use Policy

Or Visit [Wikipedia](http://en.wikipedia.org/wiki/Acceptable_use_policy) page on Acceptable Use Policies

**Tools:**

·         Paper
·         Pens, Crayons, Markers, etc.
·         Computer: Glogster, Jux, Weebly, Smart Notebook, PowerPoint, etc.

**Method:**  Students may

·         Create a poster
·         Create a website
·         Create a one to three slide presentation using a computer application
·         Produce a Video

**Sample Language in the AUP:** (This should be written in student-friendly language that will serve as a useful reminder for students)

When I log onto a computer or device,

* + I will . . .
	+ I will . . .
	+ I will . . .
	+ I will not . . .

**Activity 3: Consolidate**

Students share their work with other groups or another class. Teachers will collect student-created Acceptable Use Policies and submit these to the school AUP folder (in the office) or email to the board office.

**APPENDIX 1 - Example Acceptable Use Policy - iTunes**

The [iTunes Store Acceptable Use Policy](http://www.apple.com/legal/itunes/ca/terms.html#SALE)

 (Ctrl + Click to visit link or cut and paste the following link into your browser)
Source:  <http://www.apple.com/legal/itunes/ca/terms.html#SALE>

**APPENDIX 2 - Example Acceptable Use Policy – Xbox**

[Xbox Community Network](http://www.xcncentral.com/acceptable_use_policy.aspx) Acceptable Use Policy

(Ctrl + Click to visit link or cut and paste the following link into your browser) <http://www.xcncentral.com/acceptable_use_policy.aspx>.

**APPENDIX 3 - Example Acceptable Use Policy - E-Learning Ontario**

Please read the following acceptable use policy carefully. Before being allowed to continue, you must click the **"I Agree"** button at the end of this document to indicate that you agree to abide by the terms and conditions of this policy.
ETHICS
As a student participating in this online learning system, you will abide by all rules and regulations published in this acceptable use policy and agree that you are subject to the jurisdiction of all disciplinary panels and procedures established by your district school board to address violations of acceptable use of the online learning system. All assignments you submit and all tests you take shall be solely performed by you, except where it is requested that you participate in a group project. You will not submit work that is plagiarized or otherwise violates copyright laws of Canada.
As a user of the courses delivered by this online learning system, you agree to access courses only for lawful purposes. You will respect the privacy of other users, and you will respect the integrity of the computer systems and other user's data. It is your responsibility to respect the copyright protection of licensed computer software. You will not obstruct, disrupt or interfere with the teaching and learning occurring on the web site, through computer "hacking" or any other nefarious methods. You will not harass, stalk, threaten, abuse, insult, or humiliate anyone using this online learning system. This includes, but is not limited to demeaning written or oral comments of an ethnic, sexist, or racist nature, and unwanted sexual advances or intimidations. You understand you may be held liable for monetary damages for any wrongful actions you undertake.
As a participant in this online learning system, you are solely responsible not only for adhering to all relevant laws, statutes, rules and regulations, but a School Board's standards, rules and regulations as well. Enrolment does not confer either immunity or special consideration with reference to civil and criminal laws. Disciplinary action by a School Board will not be subject to postponement on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are pending in a civil or criminal court. In addition, a School Board reserves the right to pursue disciplinary action if a student violates a standard and withdraws from online courses before administrative action is final.
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This Acceptable Use Policy functions concurrently as other enforced Acceptable Use Policies. Teachers, and other employees of institutions that are under the jurisdiction of Ministry of Education (School Boards, School authorities, Provincial Schools ) are also obligated to understand and accept all of the conditions outlined with your educational institution's computer Acceptable Use Policy.

This Acceptable Use Policy shall be interpreted, construed and enforced in all respects in accordance with the laws of the Province of Ontario and the Copyright Act. Each party irrevocably consents to the jurisdiction of the courts of the Province of Ontario in connection with any action to enforce the provisions of the Conditions of Use policy, to recover damages or other relief for breach or default under the Conditions of Use policy, or otherwise arising under or by reason of the Conditions of Use policy.

**Resources**

*Cast Your Net* lessons and modules are based on the Catholic Curriculum Corporation’s two documents below:

*Ethical and Responsible Use Of Information and Communication Technology: A Guideline for all Stakeholders in Catholic Education. November, 2009*.

*Ethical and Responsible Use of Information and Communication Technology Part II: K-6*

[*Education World*](http://www.educationworld.com/a_curr/curr093.shtml) *has a great resource page on getting started on an AUP.*

[*Isafe.org*](http://www.isafe.org/imgs/pdf/education/AUPs.pdf) *provides a two page document that helps explain the purpose and design of an Acceptable Use Policy for schools.*

[*Rules ‘N Tools Checklist: for Parents, Educators, and Other Caring Adults.*](http://www.internetsafety101.org/upload/file/Rules%20%27N%20Tools%20Checklist.pdf)  Implement both safety rules and software tools to protect children online. Focus on the positives of Internet use while teaching children about the dangers and how to make wise choices online.

[Internet Safety 101](http://www.internetsafety101.org/) is a very detailed resource dedicated to making the internet safer for children. There are videos, quizzes, and resources for parents, teachers, & students.