Cincinnati CITY SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURES

Procedure Name *Student Acceptable Use Policy (AUP) Procedures*	
Procedure No. 7540-03-01	Eff. Date: 6/1/18
Implements Board Policy(ies) 7540.03 "Student Network and Internet Acceptable Use Policy"	Last Reviewed: 6/1/18

1. Background

Describe relevant background to the implementation of the policy.

In compliance with Board policy 7540.03 "Student Network and Internet Acceptable Use Policy", the following administrative procedures have been developed by the ITM Department. These procedures will ensure that all students and families are aware of and acknowledge the proper student use of technological resources, including network and internet use, and that CPS assets, infrastructure, networks, hardware and software are protected.

2. Responsibilities

Title: Chief Information Officer	
Address: 2651 Burnet Ave	
Phone: 513-363-0341	Cell phone:
Describe responsibilities: *To ensure schools provide students instruction on the AUP and digital citizenship and have students digitally sign the AUP.*	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

1. *Each fall, families receive communication in the "Back to School packet" about the student Acceptable Use Policy (AUP).*
2. *ITM provides standard digital citizenship lessons, including the AUP, to school principals and tech coordinators through Schoology.*
3. *Principals and tech coordinators deliver the curriculum to all students, according to their school's plan.*
4. *Students review and digitally sign the AUP for their correct grade level.*
5. *ITM sends AUP completion reports to the principal and tech coordinator to*

ensure all students digitally complete the form.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Student Internet Use Form (Grades K-2)	*Student Internet Use Form (Grades K-2)*	
2. Student Internet Use Form (Grades 3-6)	*Student Internet Use Form (Grades 3-6)*	
3. Student Internet Use Form (Grades 7-12)	*Student Internet Use Form (Grades 7-12)*	

6. Additional Information

Describe any additional information relevant to the implementation of the policy.