**AUP Comparison chart**

By Julie Kalvels

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| **Six Key Elements in an AUP** | **My Schools AUP Policy** |
| 1. Preamble: explains why the policy is needed, its goals, and the process of developing the policy. This section should say that the school's overall code of conduct also applies to student online activity. | Bethke’s preamble is short and sweet. It says, “The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:” Then the entire one and a half page AUP is divided into sections of General, the Internet, Email, School Website and Sampling Online Projects. |
| 2. Definition section: defines key words used in the policy. This section should define and explain words and terms such as "Internet," "computer network," "education purpose," and other possibly ambiguous terms to ensure student and parent comprehension. | Bethke’s AUP does not contain a definition section. |
| 3. Policy statement: must tell what computer services are covered by the AUP and the circumstances under which students can use computer services. Schools may, for example, base student access to computer services on the completion of a "computer responsibility" class that will enhance student understanding of the AUP guidelines. | The following is under the General section of Behke’s AUP.  Internet sessions will always be supervised by a teacher. Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material. The school will regularly monitor pupils’ Internet and email usage. Students and teachers will be provided with training in the area of Internet safety. Virus protection software will be used and updated on a regular basis. Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times  and will not undertake any actions that may bring the school into disrepute. Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons. |
| 4. Acceptable uses section: must define appropriate student use of the computer network. It may, for example, limit student use of the network to "educational purposes," which this section then must define. | Bethke’s AUP does a good job of listing acceptable uses and unacceptable uses. They are listed randomly within the sections entitled “The Internet, Email and School Website” Some uses include:  Students will use approved district email accounts under supervision by or permission from a teacher. Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute. Students will use the Internet for educational purposes only. Students will be familiar with copyright issues relating to online learning. The use of personal USB drives or CDs in school requires a teacher’s permission. Students will be given the opportunity to publish projects, artwork or school work on  the Internet. The publication of student work will be co-ordinated by a teacher. Digital photographs, audio or video clips of students will only use first names. Personal student information including home address and contact details will be omitted from these online projects. |
| 5. Unacceptable uses section: the AUP should give clear, specific examples of what constitutes unacceptable student use. | Some of the unacceptable uses include:  Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person. Students will not reveal their own or other people’s personal details, such as addresses or telephone numbers or pictures. Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet. Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Uploading and downloading of non-approved software/files will not be permitted. Our school has a zero tolerance for any type of cyberbullying. |
| 6. Violations/sanctions section: should tell students how to report violations of the policy or whom to ask questions about its application. | A violations section is not included in Bethke’s AUP. At the end there is an opting out section that states:  **Opting Out/Questions**  If you would *not* like your child to be part of any of these online activities here at Bethke, or if you have any questions about these activities, please contact Mr. Flickinger at [cflickin@psdschools.org](mailto:cflickin@psdschools.org) |