



# Acceptable Use Policy Template

## How to Use this Template

This template provides categories and general guidelines for the kinds of information present in acceptable use policies (AUP). Choose the components that are the best fit for your community.

Developing an AUP begins with a conversation between stakeholders, including some or all of the following: education director, clergy, executive director, education committee chair or members, teachers, parents, and/or students. Use the template to insert the wording and definitions that meet the needs of your school community and remove any extraneous sections. You can also add components that are specific to your school community.

## **Preamble**

- Describe why an AUP is needed
- Define the goals of using technology appropriately at your school
- Include basic Internet safety definition(s)

## **Technology Policies**

- Define the computer services that will be covered by the AUP
- Identify when/how students will have access to the above services

## **Acceptable Uses Section**

- List appropriate uses of technology
- Often cited as “for educational purposes”

## **Unacceptable Uses Section**

- What websites or kinds of websites are unacceptable
- What kind of information sharing (posts, forwards, etc.) is unacceptable
- Which students behaviors are considered destructive to the computer services, devices, or network



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## Violations/Consequences Section

- How to safely report violations of the AUP
- What are the consequences for not following the AUP

## Parent & Student Signatures

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Parent Signature

Date

Student Signature

Date