

Procedures for Yearly AUP Training of Staff and Students

1. At the beginning of the year the information technology specialist will provide AUP training for all instructional staff using the AUP video and/or any other resources.
2. Have employees sign the Employee Agreement for Use of Internet Resources. Keep a copy in ITS files and give a copy to principal.
3. Give instructions to each class of students on the AUP using the Student AUP video (or other resources for younger students) during Media Center orientation times.
4. Have students in 3rd, 6th, 9th and 11th grades sign Student Agreement form and make sure this information has been entered into the SASI (or PowerSchool) database at those grades. It may also be checked off in Destiny. This form should be filed in media center until student leaves that school.
5. Establish a plan for training new students who come into the school such as meeting with them monthly or working with the individual teachers to provide this training. Students must sign the Student Agreement Form and this information should be entered into SASI (Power School) and Destiny. The forms should be maintained at the school site as noted above.

