



## **TECHNOLOGY/INTERNET ACCEPTABLE USE POLICY**

### **Kindergarten - 8<sup>th</sup> Grades**

In order to use the Computer Network and Internet, I need to understand and agree to obey the following rules. If I do not use the Internet in the right way, my teacher may take away my privilege of Internet use.

#### **Use Rules**

1. Time on-line is only for assignment work.
2. Go only to the websites assigned by your teacher.
3. Treat people with respect--the way you would like to be treated.
4. Never download programs or files without your teacher's permission.
5. Never install any programs on the computer unless you are asked to by the principal.
6. I will only use email services provided for school use.
7. Never bring disks from home and put them in the school computers.
8. Never open any email from someone you do not know.
9. Never print anything unless you have followed the teacher's directions or asked for permission.
10. Never share your password with anyone.
11. Always treat the equipment with care and respect. I will be responsible for any damages incurred due to my carelessness or neglect whether intentional or accidentally.
12. Maintain a search history of Internet use. Private browsing or deleted search history may result in the loss of my computer privileges.

#### **Safety Rules**

1. Never give out personal information about:
  - Your name
  - Your address
  - Your telephone number
  - Your personal email address
  - The name or address of your school
2. Never give out personal information about someone else.
3. Always tell your teacher when someone asks you for personal information.
4. Do not put a picture of yourself on the Internet without your parents' permission.
5. Never meet people in person that you have contacted on the Internet, without your parents' permission.
6. Always tell your teacher if you come across information or messages that are dangerous, mean, embarrassing, or that make you feel uncomfortable. Use the *BACK* key to leave the site, then tell the teacher.

#### **Legal Stuff**

1. Teachers and staff may review documents and log files to ensure that you are using the system responsibly.

2. You will not copy information from the Internet or local network and give it to your teacher as your own work. You cannot use the words or pictures from an Internet site without giving credit to the person who owns the site.
3. You are not to open other students' folders or files.
4. Chat rooms are "off limits" unless the teacher has entered with you or provided a monitored site.
5. Never look at, send, or try to find any pictures or words that you would not want your parents or the teachers to see.

### Student's Agreement

I have read the information above and understand it. I agree to follow these rules at all times when I am using the Network at school.

Student 1 – Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Student 2 – Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Student 3 – Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Student 4 – Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Student 5 – Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent or Guardian

My child understands the rules that he/she is to follow in using the Internet at school. I have talked with him/her to make sure those rules are understood. I understand that employees of the school will make every reasonable effort to restrict access to inappropriate material on the Internet, but I will not hold them responsible for materials my child acquires or sees as a result of the use of the Internet from the school facilities. I give my permission for my child to use the Internet while at school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### School Use

Student 1's Internet Email Address:	
Password:	
Student 2's Internet Email Address:	
Password:	
Student 3's Internet Email Address:	
Password:	
Student 4's Internet Email Address:	
Password:	
Student 5's Internet Email Address:	
Password:	