

SJV Acceptable Use Policy (AUP)

Grades 3-8

August 2011

I know that I must use the computers safely

- I know that the teachers can monitor what I do on the computers.
- I will not let anyone else use my password, and I will not use theirs.
- I will be aware of my personal safety when I am communicating online, and will not share personal information about myself or others.
- I will tell a teacher immediately about any unpleasant or inappropriate material or messages on the computer, or anything that makes me feel uncomfortable when I see it.
- I understand that the school will look after me and my classmates and can help if anything happens while I am online.

I know that I must use the computers responsibly

- I understand that the computers are here for school work, and I will only play games on them or use them for personal use if I have permission.
- I will only upload pictures or videos from inside the school if I have permission.
- I understand that the school's security and Internet filter is there to protect me, and to protect the computer network, and I will not try to bypass it. If I need access to a blocked website, I will ask my teacher.
- I will only download graphics, documents, music, or videos onto the computer if it is related to my school work, and I will cite the source of copyrighted material.
- I understand that I must not download or display inappropriate pictures or other material from the Internet.

I know that I must help look after the computers

- If I have a problem with my computer or any part of my workstation, I will tell a teacher immediately so that the problem can be fixed – I won't leave it broken for the next person.
- I will only use programs that are already on the school computer. If I need a new program, I will ask my teacher - I won't try to install it myself.
- I will not try to connect my own computer, mobile phone, or other handheld device to the network.
- I know that I am not allowed to change settings on the computers at school.
- I know that food and drink is not allowed in the computer rooms, and that I should not eat or drink around any computer.

I know that I must respect others when using the computers

- I will not use the computers to harass or bully anyone. I will always treat others the same way I would want them to treat me – just as I would when not using the computers.
- I will not take or distribute pictures or videos of anyone without their permission.

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Consequences of misusing the computers

Violating the rules of this AUP may result in disciplinary action, including - but not limited to - the loss of a student's privileges to use the school computers. In extreme cases, the student may face suspension or may be required to pay replacement costs of damaged equipment.

My parent's and I have read this Acceptable Use Policy, and I agree to the terms of the policy.

Student Name (Please Print)

Student Signature

Date

Parent Signature

Date

PLEASE RETURN THIS PAGE TO SCHOOL. KEEP THE FRONT PAGE FOR YOUR REFERENCE.