

## **Florence School District One Acceptable Use Policy for Elementary Students**

Computer, digital device, and online use is a privilege, not a right. Florence One reserves the right to review all computer and network files and to monitor student use of computers, digital devices and online resources.

1. I understand that I am to use computer equipment, digital devices, and online resources for instructional purposes at all times.
2. I will not do anything to the computer, mouse, headphones, keyboard, cables, software, media, printers, iPods, iPads, mp3 players, nooks, e-readers, kindles or other digital devices that would cause them to break or to not work.
3. I will not have food or drink when using digital/electronic devices.
4. I will not give my user name and/or password to anyone else. I will not use anyone else's user name and/or password to access their information, files or folders, send emails or messages, or change data in any online resources such as Accelerated Reader, Study Island, FSD1 Google Apps, etc.
5. I will not draw, send, or display pictures or write words that will make someone else angry or upset. I will not use obscene or threatening language. I will not harass, attack, bully or insult others.
6. I will not give out personal information about myself or others, such as complete name, address, phone number or identifiable picture.
7. I will not copy information from the Internet, online resources or other students and turn it in as my work. If I use information from the Internet or others, I will get permission and I will give them credit for it.
8. I will not damage or change computers, computer systems, computer networks or digital devices.
9. I will not use the computer or digital device to buy or sell anything unless it is part of a school project and under the supervision of my teacher.
10. I will not download or copy files, pictures, software, or streaming media that is inappropriate or against district policies. I will always ask my teacher for permission to download or copy information.
11. I will not open, copy, change, delete, or damage files or folders on the computer, digital device, network or other storage devices that are not mine. I will not share any unauthorized files or media with others.
12. I will not try to get around the school district's Internet filtering system to access apps or Internet sites that might be inappropriate. I will not explore areas of the Internet that are not school related. I will report any inappropriate websites that I access by mistake or that come up on the computer or digital device to my teacher.
13. I will not access chat rooms, games, instant messaging, social networking sites, blogs, and email except for designated classroom activities and under the supervision of my teacher and with the permission of the district technology department.
14. I will not send inappropriate messages, chats, posts or emails.

15. I will not attempt to gain unauthorized access to resources, files or devices on the network, such as the use of spy ware tools or hacking.
16. I will follow the above guidelines for all online resources such as Discovery Ed, Edmodo, iPod/iPad Apps, FSD1 Google Apps for Education, etc.

### **Personal Electronic/Digital Devices**

(Personal devices include but are not limited to laptops, iPods, iPads, mp3players, nooks, e-readers, kindles)

1. I understand that the sole purpose for use of the personal device during the school day is for educational purposes.
2. I understand that all personal devices can only be used during the instructional class period with the express permission of the classroom teacher. This might mean that the device is used for some instructional activities and not others.
3. I understand the personal device may not be connected to the school network.
4. I understand that the personal device may not contain any inappropriate content.
5. I understand that Florence School District One will not provide any support for the personal device at any time.
6. I understand that personal devices are brought to school at the owner's risk. Neither FSD1 nor the school is responsible for theft or damage to the device.

Printed Name of Parent/Legal Guardian \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Printed student name (full) \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Teacher Name \_\_\_\_\_