



## INTERNET ACCEPTABLE USE POLICY

### GRADES K-2

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

#### Use Rules

1. My teacher wants me to learn about important subjects that I am studying at school. I might need to use the Internet to learn more. I will not use the Internet for any other reason than what my teacher asks. For example, when I am supposed to be looking up something about another country, I should not be searching for a cartoon.
2. I am not to bring disks or CDs from home and put them in the computer. The files I create are to be saved into my own folder. If I need to take a file home to keep working, I will ask for a virus-free disk to use.
3. I will not get into files or folders that are not mine.
4. Emails and chat rooms are only available to me when my teacher gives permission or directions to use them. When writing or talk with someone on the Network, I will be polite. I will use words or language that my teacher and parents would want me to use.
5. I will always use the computer materials carefully. I will remember food and drink should not be near computers. I will be careful with the mouse, keyboard, headphones and other computer parts. If my computer is not working right, I will tell my teacher and not try to fix it myself.
6. My teacher may give me a password. It is a special word that only my teacher and I know. I am not to share it with anybody, not even my friend. Even if my friend cannot remember his or her own password, I will not tell my password. I will ask my teacher for help.

#### Safety Rules

1. I will not share any personal information on the Internet, not my name, address, telephone number, age, or picture. I know that almost anyone I contact is a stranger to me, and that I do not share personal information with strangers no matter how nice they seem to be. I will never send them anything, not even using an envelope and a stamp.
2. I will never put a picture of myself or a friend on the Internet without my parent's permission.
3. Sometimes I may see a site on the Internet that has words or picture that my parents or teachers would not want me to see. I will not try to find those site, and If I com across one them by accident, I will leave it right away. I will not show it to anyone and I will quietly tell my teacher what happened right away. I will not print or save what I saw.

**Legal Stuff**

1. People on the internet that I talk to or write to cannot see me, so they do not know how old I am or what I look like. I promise to never tell people that I am someone else. I will check with my teacher every time before sending an email to someone new.
2. I know that my teachers and other school staff may look at the documents and log files to I visit or create the make sure that I am responsibly using the system.
3. I agree not to use the words or picture I see on the Internet site without giving credit to the person who owns the site. I will not copy information from the Internet and give it to my teacher and say it is my own work.

**Student's Agreement**

I understand the rules that have been read to me. I agree to obey them when I am using the computer Network at school. I may not be able to use the Internet at school if I do not obey.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent's Agreement**

I have read these rules to my child, and believe he/she understand them. I understand that every reasonable effort will be made by the employees of the school to restrict access to inappropriate sites on the Internet. I will not hold them responsible for materials my child sees because of the use of the Internet from the school facility. Permission is given for my child to use the Internet at school.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**School Use Only**

Student's User ID \_\_\_\_\_ Password: \_\_\_\_\_

Student's Intranet e-mail address: \_\_\_\_\_

Student's Internet e-mail address: \_\_\_\_\_

System File Folder: \_\_\_\_\_

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