

# **SJV Acceptable Use Policy (AUP)**

## **Grades K-2**

August 2011

### **I know that I must use the computers safely and responsibly**

- I know that my teachers can watch what I do on the computers.
- I will treat my username and password like my toothbrush – I will not share it with anyone else, and I will not use theirs.
- I will only use a computer if I have permission from a teacher.
- I will be aware of stranger danger when I am talking to other people on the Internet.
- I will tell a teacher immediately anything that makes me feel uncomfortable when I am using the computer.
- I understand that the teachers will look after me and my classmates and can help if anything happens on the computer.

### **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 know that I am not allowed to change the settings on the 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 I'm not on the computer.
- I will always be polite online even if others have different opinions.
- I will not open another student's folder or documents.

### **Consequences of misusing the computers**

Students may lose the privilege of using the school computers if they do not follow the rules of this AUP.

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

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Student Name (Please Print)

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Student Signature

Date

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Parent Signature

Date

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