

# Elementary School Computer Use Policy

This policy applies to students in grades 3-5.

1. I will keep my password private and not tell it to others.
2. When I use a computer, I will login using my own username and password and never even try to use another person's username and password.
3. I will logoff the computer when I am finished using it.
4. I will use the internet only for school purposes.
5. I will not check email during school hours, unless a teacher gives me permission.
6. I will not use any type of chat or instant messaging, unless a teacher gives me permission.
7. I will not download anything without permission.
8. I will only save school related work in my home directory.
9. I will not visit any website or create any file that is inappropriate for school.
10. I will not try to install any programs on any school computers.
11. I will only use a computer if I have permission from a teacher to use it.
12. I will not waste paper and ink by printing things I do not need for my school work.
13. I will not harm or destroy any equipment or information on purpose.
14. I will not change any setting on any school computer without permission.

When students violate a point of this agreement, they will be dealt with in the following manner:

1. A verbal/written warning
2. A one-week suspension of the student's access to the school's computers.
3. Suspension of the student's rights until parents have met with the IT Coordinator and/or an administrator.

Any student who repeatedly breaks this user's agreement, or is caught stealing computer related items, will be subject to the school's general disciplinary code which could lead to suspension, or permanent loss of right to use school technology equipment.

I have read the following document and agree to adhere to these rules:

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Grade Level: \_\_\_\_\_ Date: \_\_\_\_\_