



Student Technology Acceptable Use Policy

Elementary

WHAT IS THE AUP?

AUP stands for “**Acceptable Use Policy.**” It means that you agree to only do “**acceptable**” things when you are using computers at school. The David Douglas School District (DDSD) has rules that all students have to follow when they use the Internet. The “Acceptable Use Policy” tells you and your parents what is “acceptable” and okay to do on the computers.

WHY HAVE AN AUP?

A lot of people use DDSD computers. We need to make sure that everyone feels comfortable and safe using the network. We all also need to make sure that our computers and printers are in working order for everyone to use.

WHY DO I HAVE TO BE RESPONSIBLE FOR WHAT I DO ON THE COMPUTERS AT SCHOOL?

Using the Internet in school is a **privilege not a right.** The DDSD Schools’ **network, web pages, and email accounts** are NOT private. DDSD staff are able to “**monitor**” everything you do on the school computers. This means someone can read what you write and see the web pages that you visit.

THINK -- before you do anything online that you would not want your teachers or parents to see. **WHAT**

HAPPENS IF I DON'T FOLLOW THE RULES IN THE AUP?

The DDSD has “**consequences**” or punishment for students who use the Internet in unacceptable ways. Just like when someone breaks classroom rules, there are “consequences if you don’t follow the rules in the AUP rules. You need to report to a teacher or another adult anything you see online that does not follow the rules listed in the AUP. If you do not follow this policy, you can lose your computer privileges in school.

STUDENT COMPUTER ACCESS INCLUDES:

- Online activities that support student learning. Students will have access to online curriculum, online interventions, Google Docs including email accounts for specific purposes and ages, and other educational resources

STUDENT SAFETY:

- Internet filtering services are provided by the Multnomah ESD and the DDSD to help online security for students and staff. While DDSD makes every effort to protect students from online danger, it is important that students read, understand, and follow the ‘STUDENT ACCESSIBILITY’ Guidelines.

Student Acceptable Use In Elementary

1. I AM RESPONSIBLE FOR MY PASSWORD AND ONLINE ACCOUNTS. I will not give my **password** to other students. I will **log off** from my **account** when I am finished. If I see another person's work on a computer screen, I will tell an adult. I will wait to use the computer until an adult has removed the material.
2. I AM RESPONSIBLE FOR MY LANGUAGE. I will only use language on the Internet and in my school email that I would use in class with my teacher. I will not use bad words when I use a computer.
3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will not write anything mean or hurtful to another person. I will not be a bully or make fun of anyone. I will not "**stalk**" any person online or by text message. I will tell a teacher if I see anything hurtful to another student online.
4. I AM RESPONSIBLE FOR MY USE OF THE SCHOOL COMPUTERS.
 - I will not look for web pages with pictures, words, or sounds that are not **appropriate** in school. I will not look for web pages or documents about sex, violence, or weapons.
 - I will not **download** any files, including music and video files, unless a teacher gives me permission.
 - I will not try to change security settings or install any software on school computers without permission.
5. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. I will not intentionally damage school computers.
6. I AM A RESPONSIBLE MEMBER OF MY SCHOOL WHEN I AM ONLINE. I will not write anything or post pictures or video that is **hurtful or embarrassing** to anyone.
7. I AM RESPONSIBLE TO BE HONEST ABOUT WHO I AM ONLINE. I will not pretend to be anyone else online. I will not send email, create an account, or post any words, pictures, or sounds using someone else's name. I will not use another person's login name or password.
8. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE. I will not "**plagiarize**. Which means using others' work as my own. When I use information from a website, I need to let people know where I got the information. I will cite my sources. I will obey **copyright laws** and will not download words, pictures, video, or music that belongs to someone else.
9. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I **PUBLISH** ANYTHING ONLINE. I will not publish any material on a school or district **website, blog, or discussion group** without permission. I will not publish a picture, including my own, with the person's first or last name in the caption.
10. I AM RESPONSIBLE FOR PROTECTING SCHOOL COMPUTERS. I will not break or destroy any computer equipment on purpose. I will not move any equipment, including keyboards and mice, without permission. In the event of lost or damaged student technology resources, the following fee schedule may be applied:

Chromebook Charger Loss: students will pay a \$20 replacement fee

Chromebook Damage:

1. First repair: The DDS D will pay for the repair
2. Second repair: The student will pay \$50
3. Third repair: The student will pay \$75
4. Fourth repair: The student will pay \$150

Chromebook Loss:

- The student will be charged \$300 for each lost Chromebook.
- If a student leaves the DDS D but does not return the device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts will apply.

If a lost or stolen device is later recovered in working condition, the fees will be refunded.

Student Violations of Technology Acceptable Use Policy Could Result in:

- Notification of parents
- Suspension of computer privileges
- Detention, suspension, expulsion from school and school-related activities
- Legal action and/or prosecution

Student Technology Acceptable Use Policy Acknowledgement - Elementary

By signing the Acceptable Use Policy, parents/guardians acknowledge the following rules and conditions:

Parent or Guardian:

As the parent or guardian, I have read the above DDS D Acceptable Use Policy and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of the DDS D, and that student use for any other purpose is not allowed. I recognize it is impossible for the DDS D to restrict access to all inappropriate materials, and I will not hold the school or district responsible for materials acquired on the school network. I understand that children’s computer activities at home should be supervised as they can affect the academic environment at school.

Parent or Guardian's Name (please print) _____

Parent or Guardian's Signature _____ **Date** _____