

## **LCA INFORMATION TECHNOLOGIES ACCEPTABLE USE POLICY – GRADES K-2**

### **RECOMMENDED BY THE GEORGIA-CUMBERLAND CONFERENCE**

In order to use LCA's computer network, the Internet and other information technologies, I need to understand and agree to obey the following rules. If I do not use these resources in the right way, my teacher may take away my privilege of using them.

Internet access is offered for student use with the intent to further educational goals and objectives. This service has not been established as a public access or public forum. Each school has the right to place reasonable restrictions on the material you as a student access or post and to specify the training you need to have before you are allowed to use the system.

Access to the Internet through LCA's system requires permission from both the principal or a teacher and your parents. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information services. Recognizing the potential for accessing sites other than the educational ones indicated by the classroom activities, families may choose not to permit their children access to the Internet through the school's network.

Use of the computer to access the internet may only occur under the supervision of a teacher or an adult designated by the teacher.

#### **Use Rules**

- My teachers want me to use the Internet to learn more about the subjects I'm studying at school. I will not use the Internet for any other reason. For example, I will not search for a comic book site when I'm supposed to be looking for something in science.
- Chat rooms and email are available to me only when my teacher gives permission or directions. I will be polite to other people when writing or talking to them while on the Internet. I will not use words or language that my teacher or parent would not want me to use.
- I will not bring DVDs, CDs, external hard drives, flash or jump drives or other accessories from home and put them in the school computers. The files I create are to be saved into my personal folder. If I need to take a file home to continue my work, I will ask my teacher for a virus-free disk to use.
- I may be given a password – a special word that only my teacher and I are to know. I may have to use this password to log onto a computer or to send email over the Internet. I know that I must never tell anyone what that password is. Even if my friend cannot remember his or her own password, I will not share mine. I know that I am never to use another person's password. If I cannot remember my password, I will ask my teacher.
- I will not open electronic folders or files that do not belong to me.
- I will always use the computer materials carefully. I will not take food or drinks to the computer area. I will be careful with the keyboard, mouse, headphones and other computer parts. I will not poke things into the holes on the computer, or push buttons on the computer or monitor. If it seems that the computer is not working right, I will tell the teacher and not try to fix it myself.
- I will print only after I have followed the teacher's printing instructions.

#### **Safety Rules**

- I will never give my name, my home address, any personal information about me, my telephone number, or information about my school phone or address to anyone I write to or talk with on the Internet. I will not share anyone else's information either. I know that almost anyone I contact is a stranger to me, and that I don't share personal information with strangers no matter how nice they seem to be. I will never mail them personal information, such as a picture or my name, using an envelope and a stamp.
- I will never put a picture of myself or a friend or anyone else on the Internet without my teacher's and my parent's permission.
- I understand that sometimes I may see a site on the Internet that has pictures or words that my teachers or parents would not want me to see. I will not try to find those sites and, if I come across one of them by accident, I will leave it as soon as I can. I will use my back key to take me to another site. I will not continue to look at the site with the bad picture or words, and I will not show it to others around me. I will not print out or save anything from the site.

**Then I will quietly tell my teacher what happened.**

**Legal Information**

- People that I write to or talk with on the Internet cannot see me, so they will not know what I look like or how old I am. I promise to never tell people that I am someone else. I will always check with my teacher before sending an email to someone new.
- I understand that the teachers and staff may look at my computer documents, look at a log (or record) of where I've been on the Internet, and take other needed measures to ensure that I am using the computer system responsibly.
- I understand that I cannot use the words or pictures that I see on an Internet site for things such as reports and research papers without giving credit to the person who owns the site. I will not copy information from the Internet and give it to my teacher as my own work.

**Student's Agreement**

*I understand the rules that have been read to me. I agree to obey these rules when I'm using the computers at school. If I do not obey, I may not be able to use the Internet again at school.*

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Parent's or Guardian's Agreement**

*I have read these rules to my child and believe he/she understands them. I understand that employees of the school will make every reasonable effort to restrict access to inappropriate material on the Internet, but I will not hold them responsible for materials my child acquires or sees as a result of using of the Internet provided by the school. I give permission for my child to use the Internet at school.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>School Use</b>	
Student's User ID: _____	Password: _____
Student's Intranet Email Address: _____	
Student's Internet Email Address: _____	
System File Folder: _____	