

## **LCA INFORMATION TECHNOLOGIES ACCEPTABLE USE POLICY – GRADES 3-6**

### **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 Internet use.

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**

- Time on-line is only for assignment work.
- Go only to websites assigned by a teacher.
- Treat people with respect – the way you would like to be treated.
- Never download programs or files without your teacher's permission.
- Never install any programs on the computer unless you are asked to by the principal.
- Use only e-mail services provided by the school and only with a teacher's permission each time.
- Never bring DVDs, CDs, external hard drives, flash or jump drives, or other accessories from home and put them in the school computers.
- Never open any email from someone you don't know.
- Always follow a teacher's printing instructions.
- Never share your password with anyone.

#### **Safety Rules**

- Never give out personal information about yourself, including your name, address or telephone number.
- Never give out the name or address of your school.
- Never give out personal information about someone else.
- Always tell your teacher when someone asks you for personal information.
- Do not put a picture of yourself, a friend or anyone else on the Internet without your teacher's and your parents' permission.
- Never meet people in person that you have contacted on the Internet without your parents' permission.
- Always tell your teacher if you come across information or messages that are dangerous, mean, embarrassing or that make you feel uncomfortable. Use the back key to leave the site. Then tell the teacher.
- Never email someone for the first time without your teacher's permission.

**Legal Information**

- Teachers and staff may review documents, look at a log of files and take other measures to ensure that you are using the system responsibly.
- Never copy information from the Internet or local network and give it to your teacher as your own work. You cannot use the words or pictures from an Internet site for things such as reports and research papers without giving credit to the person who owns the site.
- Never open other students' folders or files.
- Chat rooms are off limits unless the teacher has entered with you or provided a monitored site.
- Never look at, send or try to find any pictures or words that you would not want your parents or the teachers to see.

**Student's Agreement**

*I have read the information above and understand it. I agree to obey these rules at all times 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**

*My child understands these rules about computer use at school. I have talked with him/her to make sure the guidelines are clear. 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 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: _____	