

# Hope Township Elementary School

## Acceptable Use Policy

Parent/Guardian and Student: Please read the following document carefully before signing the attached form.

Hope Township Elementary School is pleased to offer students access to a computer network and the internet. At times Hope Township also utilizes the internet in order to survey students and gain information that can be used to improve the school. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the attached form.

### **What is possible?**

Access to the internet will enable students to explore thousands of libraries, databases, museums, and other repositories around the world. Families should be aware that, even with web filtering hardware in place, some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

At various times throughout the year the district may ask students' opinions through surveys conducted on line. These surveys are usually anonymous and the results assist the district to continuously improve the school and our resources.

### **What is expected?**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Students must utilize the internet and school technology strictly according to teacher instructions as they relate to the classroom assignment. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

### **What are the rules?**

*Privacy* - Administrators and/or the technology coordinator may review communications to maintain system integrity and to insure that students are using the system responsibly.

*Illegal Copying* –Copyright laws should always be followed. Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Technology Coordinator. Nor should students copy other people's work or intrude into other people's files.

*Inappropriate Material or Language* -- Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it their teacher immediately.

*Removable Media* – Students are not permitted to use personal storage devices and /or transfer information onto school machines without first obtaining permission from the Chief School Administrator, or Technology Coordinator.

*Inappropriate Use of Equipment* – Students are not permitted to tamper or alter hardware/software configurations; delete files/programs; deface equipment; remove or change cables; print excessively; or perform any other action that may result in damage of school machines.

### **Guidelines**

These are guidelines to follow to prevent the loss of network privileges at Hope Township Elementary School.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
8. Do not trespass in another's folders, work, or files.
9. Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Violations may result in a loss of access as well as other disciplinary or legal action.

**Hope Township Elementary School**  
**Acceptable Use Policy**  
**2020-2021**

**Parent Permission & User Agreement Form**

**Parent:**

As the parent or guardian of a student at Hope Township Elementary School, I have read the above information about the appropriate use of computers at the school and I understand the possible ways my child may use technology during the school day. I also understand this agreement will be kept on file at the school and that violations may result in a loss of access as well as other disciplinary and/or legal action. (Questions should be directed to an administrator for clarification.)

\_\_\_\_\_ Yes, my child may use the Internet while at school according to the rules outlined.

\_\_\_\_\_ No, I would prefer that my child not use the Internet while at school.

**Parent Name (print)** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Student:**

As a user of the Hope Township Elementary School computer network, I agree to comply with the above stated rules and to use the network in a constructive manner. I understand that violations may result in a loss of access as well as other disciplinary or legal action

**Student Name (print):** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Homeroom Teacher:**

As the homeroom teacher of the student, I agree to supervise and create a safe environment for all users. All violations noted during usage under my supervision will be reported immediately to the Chief School Administrator and Technology Coordinator to maintain a safe environment for all users.

**Homeroom Teacher:** \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Date:** \_\_\_\_\_