

AUSD Technology Use Information: Elementary Student-User

Computers and the Internet are found in every classroom and the library media center of the elementary school. Students are supposed to use computers for school projects and research. Teachers will help students learn to use computers and the Internet properly so that they will be prepared for the future. Arcadia Unified School District will work hard to protect students from any dangerous or inappropriate material found on the Internet. It is the student's job to use the computer properly and responsibly. Students must report any vandalism or dangerous and inappropriate material found on the Internet to their teacher or school employee.

1. **Personal Responsibility.** I know that the computer must be used correctly.
 - A. I know that school rules must be followed on the computer network.
 - B. I know that if anything is not right or makes me uncomfortable, I will tell the person in charge.
 - C. If I find something that is not appropriate on the Internet, I will leave it right away and tell an adult.
 - D. I understand that all the rules described in the discipline matrix apply when I am using the computer and/or the Internet.

2. **Acceptable Use.** I understand that computers should be used for learning, research and creating classroom projects.
 - A. If I copy anything from the Internet or a software program and paste it into my project, I will give credit to the author.
 - B. I will follow the rules of the network.
 - C. I will participate in Chat Rooms at school only if told to do so by a teacher or staff member.
 - D. I will not try to buy, sell or advertise anything on the school network.
 - E. I understand that the computer belongs to the school district and I will not change the way the computer desktop looks or works.
 - F. I will not download any commercial software from the Internet.

3. **Network Etiquette and Privacy.** I will follow school rules and use manners when using the computer and the Internet. Some rules are:
 - A. Use the computer and the Internet for classroom projects or research.
 - B. Respect other students' work on the computer. Do not change or remove another student's work from the computer.
 - C. Only use e-mail with my teacher's permission;
 - D. Take care of the computer and any other equipment as if it belonged to me.

4. **Services.** Arcadia Unified School District has no control over the Internet. Teachers and staff will work with students to protect them from inappropriate material on the Internet. They will also teach students how to save and protect their work so that they are successful computer-users.

5. **Vandalism.** I will not harm or change the computer hardware, software, student work or messages belonging to others.

6. **Privileges.** Using the computer network is a privilege I must earn and keep. If I don't use the computer correctly, I will face disciplinary action and my parents will be notified.