



'Acceptable Use Policy' for Digital Communications & Technologies at SHSDELTA (Grades 3-4)

WHAT IS THE AUP?

AUP stands for "Acceptable Use Policy." It means that you agree to only do "acceptable" things when you are using SHSDELTA computers. Sacred Heart School 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." It is a contract that you and your parents must sign for you to be allowed to use SHSDELTA computer equipment.

WHY DOES THE SHSDELTA HAVE AN AUP?

A lot of students, parents and teachers use the network and school 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 SHSDELTA NETWORK?

Using the Internet in school is a privilege not a right. The SHSDELTA network, web pages, and email accounts are NOT private. SHSDELTA 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, would you want your teachers or parents to see?

WHAT HAPPENS IF A STUDENT DOES NOT DO FOLLOW THE RULES IN THE AUP?

SHSDELTA has "consequences" for students who use the Internet or technology 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 or at school 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. The Delta Police will get involved if a student breaks a law.



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Student Agreement

By signing this Acceptable Use Policy, Students acknowledge the following rules and conditions:

- 1. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNTS.** I will not give my passwords to anyone. I will log off from my accounts 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 online communication that I would use in the classroom 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 WHAT I ACCESS ONLINE AND ON THE NETWORK.** 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.
- 5. 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 on any site.
- 6. 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.
- 7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE SHSDELTA NETWORK.** I will not try to change security settings or install any software on school computers without permission. I will not use a phone, personal laptop, or any electronic device in school without a teacher's permission.
- 8. I AM RESPONSIBLE FOR PROTECTING SHSDELTA PROPERTY.** I will not break or destroy any computer equipment on purpose. I will not move any equipment, including keyboards and mice, without permission.
- 9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE.** I will not "plagiarize." 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.
- 10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ANYTHING ONLINE.** I will not publish any material on a school website, wiki, blog, podcast, or discussion group without permission. I will not publish a picture, including my picture, with the person's first or last name in the caption.



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Student First Name : _____ Last Name: _____

I have read and understand the Acceptable Use Policy for Sacred Heart School. I will use SHS technology for educational purposes only. I will not use technology in a way that would be disruptive or cause harm to other students. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action. I also understand that the Delta Police will get involved if I break the law.

Class: _____

Date: _____

Signature: _____