

Your child is being offered the opportunity to use the Internet in their classroom and the computer lab. Access to the Internet is a teaching tool that we feel is beneficial and important to the instruction of your child. Please review this Acceptable Use Policy. You and your child will be required to read and sign the agreement before either computer or Internet use is granted. We encourage you to take advantage of the opportunity to discuss your family's values with your child. Please feel free to contact the school if you have any questions or concerns about the computer or Internet policy at our school. You are not required to grant permission for your child to access the Internet. If you do not, an alternative activity will be assigned to your child during computer and Internet activities. We firmly believe that combined with specific educational objectives and appropriate supervision, computers and the Internet are appropriate for the educational setting.

WHAT IS THE INTERNET?

The Internet is a global computer network that is used by educators, students, government, business, and many other organizations and individuals. As a learning tool, the Internet is similar to books, magazines, video, CD-ROM, and other informational sources. The difference is that the Internet allows students to explore networks, libraries, computers, and databases all over the world. Use of the Internet for educational purposes will enable your child to identify resources, gather information, and develop technical skills they will need to carry them through school and into the workforce.

WHAT ARE THE DANGERS OF USING THE INTERNET?

It must be made clear that although your child's use of the Internet will be supervised, we cannot guarantee that a student will not be able to access information that you might consider to be objectionable. Since the Internet is unregulated, numerous illegal activities and information can be found on the Internet. Specifically, some types of sites are for drug sales, pornography, stolen goods, false identification, bomb making, and others. We will, through the use of direct teacher involvement and a software filter, attempt to ensure your child will not be exposed to this type of information at school. We encourage you to also take action in your home to keep your children safe from these types of information.

WHAT ARE THE PARENT AND STUDENT RESPONSIBILITIES?

It is imperative that all students and parents be aware of ethical and appropriate Internet usage. Just as students are expected to behave properly at school, they will be expected to behave properly while using computers and the Internet. Internet usage is subject to all policies and regulations that govern student behavior in any other school activity. Technical resources are available to help students and teachers meet their informational needs within the context of teacher planned assignments and school sponsored activities. Access will be permitted only on the condition that a student agrees to act in responsible manner. School staff reserves the right to suspend or terminate the use of computers or the Internet if any student violates these policies.

Consequences for violation of the Acceptable Use Policy are:

- 1st violation– discussion with student, notification of parents, suspension of computer/Internet use for 1 week.
- 2nd violation– above, plus conference with parents, suspension of computer/Internet use for term agreed upon at conference between student, parents and school staff
- 3rd violation– above, plus suspension of computer/Internet use for a minimum of 6 weeks
- 4th violation– above, plus possible additional disciplinary action depending on the outcome of parent conference, suspension of computer/Internet use for up to the remainder of school year
- 5th violation– conference with student, parents, and school staff, suspension of computer/Internet use for remainder of the school year

WHAT ARE THE SCHOOL'S RESPONSIBILITIES?

The school will use a three pronged approach to the use of computers and the Internet. First will be student and parent education. All students will participate in a computer/Internet training unit appropriate to their grade level at the beginning of each school year. Parents are welcome to attend these lessons. Parents will be offered Internet classes that discuss usage, dangers, and protection. Second will be the use of filtering software to assist the school in screening inappropriate sites for student use and research. Third will be the exclusive use of bookmarked sites in grades K-6 and direct teacher and/or parent assistance in grades 3-6 for Internet research.

The school is not responsible for accuracy of information found on web sites, financial obligations incurred by school network users, and the loss of personal files.

SCHOOL'S WEB SITE

The school maintains a web site for administrative and staff use. You will find a school calendar, policies, and general school information on the site. Teachers will be allowed to develop a class web page. With parental permission, teachers may post student work and group pictures. Student names will not be posted on the site.

SITES FOR TEACHERS AND PARENTS

There are many good web pages on the Internet. Here are a few:

<http://school.discovery.com/schrockguide/> Kathy Schrock is a librarian who has compiled this list of sites that are beneficial for teachers and learning. It is updated frequently.

<http://www.trelease-on-reading.com/> Jim Trelease's site on reading development. He has links to some good technology sites (Miss Rumphius Award, ALA's guide to cyberspace) as well as search engines for children.

<http://www.sitesforteachers.com/> This site is a searchable collection of downloadable materials, links and information for classroom teachers and parents.

<http://www.enchantedlearning.com> This site is a children's educational site for games and reference.

<http://www.nationalgeographic.com/> Online version of the magazines and more. This site is helpful to students, parents, and teachers.

Computer/Internet Rules:

1. Students in all grades will use the Internet only with the permission of their teacher or the computer lab teacher.
2. Computer and Internet use is for school related activities only. School related activities are assignments given and monitored by the student's teacher.
3. Students should be aware that computer files, e-mail, and Internet use are not private. The school can access these files and information for maintenance, periodic monitoring of research activities, and reasonable suspicion of inappropriate activities.
4. Students are to treat the equipment with respect and may not damage or misuse the hardware or software. If you have problems, please wait for an adult to help you.
5. Students have access only to their files. Student access to other student, staff, or school files is not allowed at any time.
6. Students may not write, send, download, or install any software programs to or from a school computer.
7. Students may not write, send, download, or display obscene, threatening, harassing, or harmful messages or pictures. Students may not use school equipment to make purchases, offer items for sale, or for political lobbying. The school is not responsible for financial obligations resulting from a student's use of the Internet.
8. Students may not share any personal information including, but not limited to, home address, friend's addresses, school address, home phone, friend's home phone, school phone, full name, friend's names, teacher's names, or school name over the Internet.
9. Students are to correctly cite Internet sources when completing a bibliography or reference page for reports. Teachers will instruct students in the use of the computer for research and how to give proper credit to the authors.
10. Students are to obey the rules of student conduct as set forth in the student/parent handbook.

11. Students will be allowed computer and Internet access after they and their parent sign the Acceptable Use Policy.

Student Netiquette Guidelines:

1. You may use the computer/Internet only with the teacher's permission.
2. *K-2*
You may use the Internet when a teacher or parent assistant is sitting with you; you may use only the bookmarked sites.
You may use CD-ROM activities and software when given permission by your teacher.

3-6
You may use the Internet when a teacher gives permission, you may only use the bookmarked sites.
You may use CD-ROM activities and software when given permission by your teacher.
You may use the bookmarked search engines for research when a teacher or parent assistant is present.
3. You may bring a computer disk with class assignments to school. Your teacher will check it for a virus before any files are accessed.
4. You may ask your teacher to send e-mail that is related to a school project or activity. When writing your draft, remember you are writing to another person, be polite. Student e-mail addresses will not be provided by the school. Students may not check personal e-mail accounts using school equipment.
5. When retrieving information for an activity, project, or report, copy the correct bibliographic information so you can give the author credit for their work.
6. You may bring suggestions for new web sites. Your teacher will review them and add them to the class bookmarks if appropriate.
7. You may not download and/or install programs on the computer.
8. You may not use a search engine, e-mail, chat room, instant messenger, or web sites not in the bookmarks.
9. You may not give out personal information online.
10. You must tell an adult if something that you see bothers you in any way.

I have read or been read the above Acceptable Use Policy and agree to use the computers and Internet in a way that is consistent with this policy. I understand that failure to do so may result in the loss of computer use and or Internet access at school.

Student Name: _____

Student Signature: _____

Date: _____

I have read the above rules Acceptable Use Policy and give permission for my child to use computers and the Internet at Meadows School.

Parent Name: _____

Parent Signature: _____

Date: _____

I agree to the use of my child's work and photos on the school web site as outlined in the Acceptable Use Policy.

Parent Name: _____

Parent Signature: _____

Date: _____