

THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL**STUDENT PERMISSION FORM****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. 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 -- Network storage areas may be treated like school lockers. Network administrators, who may review communications to maintain system integrity, will insure that students are using the system responsibly.

Illegal copying -- Students should never download or install any copyrighted material, including movies, television programs or sound recordings, commercial software, shareware or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language -- No profane, abusive or impolite language should 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 to their teacher immediately.

Advice

These are guidelines to follow to prevent the loss of network privileges at 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, including the unauthorized sending or receiving on the Internet, files of movies, television programs or sound recording. This also includes the unauthorized copying of these files.
5. Do not view, send or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
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.
11. Students may not use computers to make purchases of any kind. The School District retains sole discretion to revoke usage privileges in any case where District policies or guidelines are violated.

Dear Parents,

We are going to begin a unit on email in the computer lab. We are using a school-only email account set up through Gaggles.net. Your child's email account will be strictly monitored by the filtering system of Gaggles and also by me. At this time, they will only be able to send and receive email to another Springville Elementary Gaggles account (namely mine).

Basically what we are going to learn is how to send and reply to email, how to send an attachment, and LOTS of Internet Safety and Rules for Fair Use. For a while, your child will only send and receive email from me. Then we will send email to other classmates. Should we get further in the unit, we can allow your email account to send mail to your child, so if you would like to be added, please include your email address below.

Through the Gaggles setup, I can read each email that is sent, and every email is scanned by Gaggles for inappropriate language. If anything questionable is found, the email is blocked from your child and sent instead to me. In this way, we can make sure that your child receives nothing inappropriate. **Inappropriate content will be dealt with as a disciplinary action.**

**Barb Smith
Computer Lab**

PARENT/GUARDIAN PERMISSION FORM & USER AGREEMENT

Check one:

_____ My child may use e-mail and the Internet while at school according to the rules outlined.

_____ I would prefer that my child not use e-mail and the Internet while at school.

_____ I would like my email account linked with my child's so that I can participate if the unit progresses to that point. (Please print your email address in the space below.)

Email Address: _____

Parent/Guardian Signature _____

Date: _____ Contact Phone #: _____

STUDENT AGREEMENT FORM

As a user of the School computer network, I agree to comply with the rules of appropriate online behavior and to use the network in a constructive manner.

Student's Name (print) _____

Student's Signature _____

Homeroom Teacher _____

Date: _____