

## **Georgia-Cumberland Conference Internet Acceptable Use Policy Grades K - 2**

In order to use the Computer Network and Internet, I need to understand and agree to obey the following rules. If I do not use the Internet and Network in the right way, my teacher may take away my privilege of using them.

### **Use Rules**

1. My teachers want me to use the Internet to learn more about the subjects I'm studying at school. I will not use the Internet for any other reason. For example, I will not search for a comic book site when I'm supposed to be looking for something in science.
2. Chat rooms and email are available to me only when my teacher gives permission or directions. I will be polite to other people when writing or talking to them while on the Network. I will not use words or language that my teacher or parent would not want me to use.
3. I am not to bring disks or CDs from home and put them in the computer. The files I create are to be saved into my personal folder. If I need to take a file home to continue my work I will ask for a virus-free disk to use.
4. I may be given a password – a special word that only my teacher and I are to know. I may have to use this password to log onto a computer or to send email over the Internet. I know that I must never tell anyone what that password is. Even if my friend cannot remember his or her own password, I will not tell my password. And I know that I am never to use another person's password. If I cannot remember my password, I will ask the teacher.
5. I will not get into folders or files that do not belong to me.
6. I will always use the computer materials carefully. I will not take food or drinks to the computer area. I will be careful with the keyboard, mouse, headphones, and other computer parts. I will not poke things into the holes on the computer, or push buttons on the computer or monitor. If it seems that the computer is not working right, I will tell the teacher and not try to fix it myself.
7. I will print only after I have followed the Rules for Printer Use.

### **Safety Rules**

1. I will never give my name, my home address, any personal information about me, my telephone number, or information about my school phone or address to anyone I write to or talk with on the Internet. I know that almost anyone I contact is a stranger to me, and that I don't share personal information with strangers no matter how nice they seem to be. I will never send them personal information, such as a picture or my name, using an envelope and a stamp.
2. I will never put a picture of myself or a friend on the Internet without my parent's permission.
3. I understand that sometimes I may see a site on the Internet that has pictures or words that my teachers or parents would not want me to see. I will not try to find those sites and, if I come across one of them by accident, I will leave it as soon as I can. I will use my back key to take me to another site. I will not continue to look at the site with the bad picture or words, and I will not show it to others around me. I will not print it out or save it. Then I will quietly tell the teacher what happened.

### **Legal Stuff**

1. People I write to or talk with on the Internet cannot see me, so they will not know what I look like or how old I am. I promise to never tell people that I am someone else. I will always check with my teacher before sending an email to someone new.
2. I understand that the teachers and staff may look at documents and log files to ensure that I am using the system responsibly.

3. I agree that I cannot use the words or pictures I see on an Internet site without giving credit to the person who owns the site. I will not copy information from the Internet and give it to my teacher as my own work.

### Student's Agreement

I understand the rules that have been read to me. I agree to obey these rules when I'm using the computers at school. If I do not obey, I may not be able to use the Internet again at school.

Signed: \_\_\_\_\_

### Parents' Agreement

I have read these rules to my child, and believe he/she understands them. I understand that employees of the school will make every reasonable effort to restrict access to inappropriate material on the Internet, but I will not hold them responsible for materials my child acquires or sees as a result of the use of the Internet from the school facilities. I give my permission for my child to use the Internet at school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### School Use

Student's User ID \_\_\_\_\_ Password: \_\_\_\_\_

Student's Intranet E-Mail address: \_\_\_\_\_

Student's Internet E-Mail address: \_\_\_\_\_

System File Folder: \_\_\_\_\_