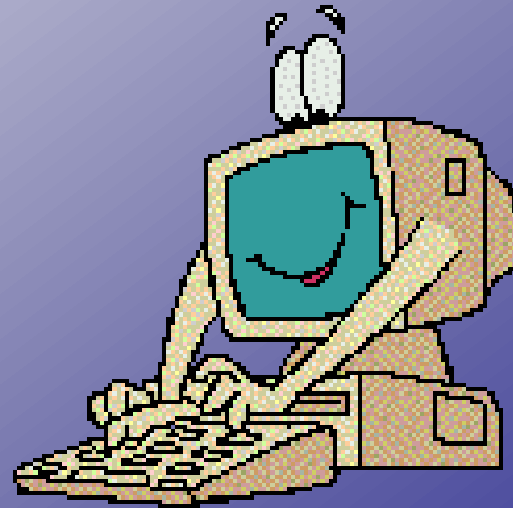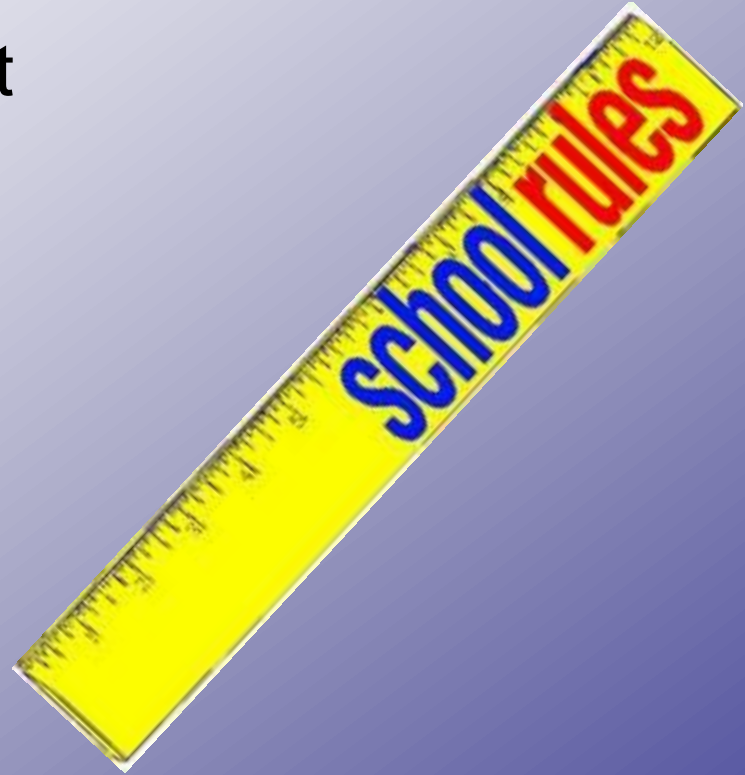# Responsible Use of Computers in Elementary School
Grades 3-5

Acceptable Use Agreement

- Each year students must agree to follow the rules in the Acceptable Use Agreement.

- Students and our school district can get into trouble if we break the rules.

Technology in Our World

Technology has changed our world. We now use computers at home, in school, in our government and in business. We are all reliant on computers.
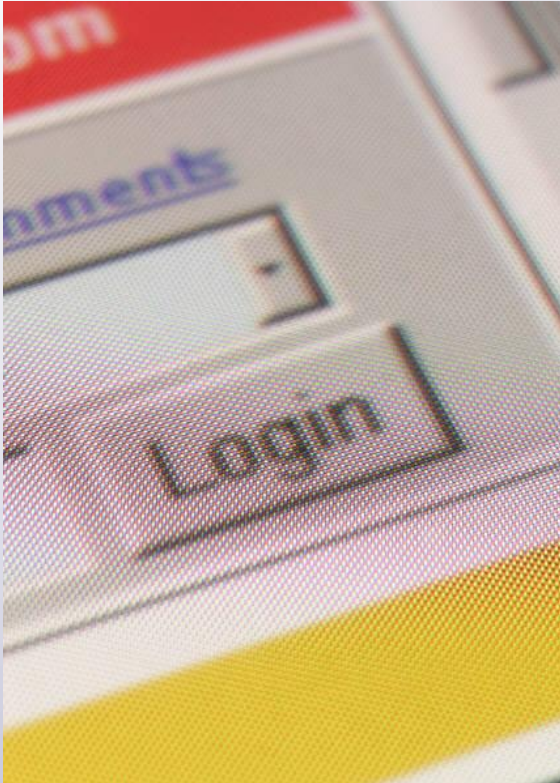
Security

The school system has security applications to protect information and to keep our system functioning. We use spam and virus detection and internet security like popup blockers and firewalls.
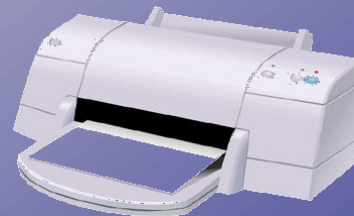
Student Logins

- Every student has a login at school for using the computers and the Internet.

- Only use you own login.

- Even if you know someone's login, you should NEVER use it.

Using Computers is a Privilege!

There are rules and responsibilities for using school computers.   Our school has the right to take that privilege away if students break the rules.

Computers and equipment such as printers, scanners and digital cameras are very expensive and should be treated with care.
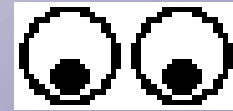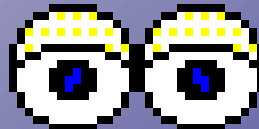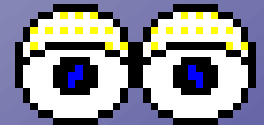
Monitoring Your Account

Teachers Will Be Watching

- Teachers have the right to look at any student's files without the student's permission. Files which are inappropriate because of language or images may be deleted.

- Many websites are copyright protected. Therefore students <u>may not</u> copy some photos or copy "word for word" from an author's work. This is called plagiarism.
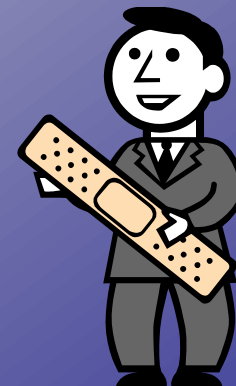
When Things Go Wrong

What If ?????

- If students intentionally cause any damage to a computer, they or their parents may have to pay back the cost of the damage.

- You may NOT try to repair any school equipment on your own. Report any damage to your teacher or Lab Assistant. We also have a technology department which can repair equipment if needed.
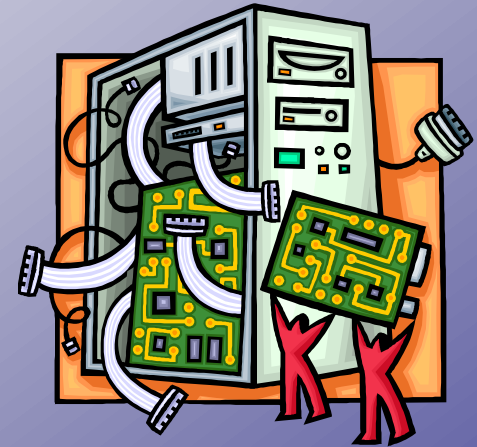
The Agreement

You Agree To…

1. Use only your own login.

2. Log off before you leave.

3. Leave all settings on the computer as they were when you started using it.

4. Report to an adult any inappropriate files, words, or images that you see.

5. Report anything that is misused, broken or missing.

I AGREE

What You May <u>NOT</u> Do

- You may NOT change anything that affects the computer such as the desktop, mouse, or background.

- You may NOT work on a school computer unless an adult is present. This includes use in the classrooms, recess or Kids Club.

- You may NOT show anything inappropriate to other students.

Other Restrictions

- **You may ONLY go to websites approved by your teacher or Lab Assistant.**

- **You must respect the privacy of adult's email and other students' files.**

- **Internet email access is not allowed in elementary school. (for example; Yahoo, Hotmail or GMail accounts)**

Network Responsibilities

- Our school system is on a network, which means all of our computers are connected in order to share files and information.

- You may NOT do anything which would slow down or harm a computer or the network.

Use Our Computers Carefully

- If you follow the rules and are careful with the computers, you will enjoy using them throughout your years in the Grosse Pointe Public Schools.

Responsible Use of Computers in Elementary School
Grades 3-5
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This presentation was created by:

- Linda Flaherty, Lab Assistant — Ferry Elementary School

- Edited by Sharon Halicki and Grace Smith, Technology Cabinet

- Reviewed by Tech Cabinet, September 2005

- Revised 2008