

## Computer Resources/Acceptable Use Policy

Sugar Grove Christian School is pleased to offer computer curriculum and resources for all elementary students. These computer resources, which include internet use, are a privilege, not a right. This access will increase learning opportunities by allowing students to explore thousands of current information sources from around the world. These resources will be used to support educational goals. We have taken precautions to restrict access to controversial information with the use of filtering software. We have established the following guidelines for Acceptable Use, and ask that students and their parents read and discuss them together.

Prior to using school computers, the student's parent or guardian must sign and return the **Student Acceptable Use Policy Signature Form** acknowledging their understanding of the Acceptable Use Policy, responsibilities, and the consequences of violating the agreement. The rules of acceptable use follow.

### General Use

- Only students who have returned a signed AUP signature page which gives parental permission and who are under direct supervision of designated instructors are permitted to use a computer.
- Students are prohibited from changing any computer settings and/or configuration.
- Students may not install any software, including but not limited to commercial software, shareware, freeware, original software and/or utilities onto school computers or networks.
- Students are not allowed to open computer cases (CPU's) or make modifications to computers.

### Internet/Electronic Communications Use

- Students are expected to understand that electronic communications are not private.
- Network administrators may review electronic communications and logs of Internet sites visited to verify appropriate use.
- Students are expected to use network etiquette by communicating politely and using appropriate language.
- Students are to visit only Internet sites with teacher approval and which are appropriate for students and support learning objectives.
- Students are to notify a teacher immediately if they should encounter any material or electronic communication that is inappropriate.
- Students must not respond to any electronic messages without teacher approval.
- Students must never agree to get together with anyone they "meet" online.
- Students are prohibited from pretending to be someone else; transmitting and/or displaying obscene messages or pictures.
- Students are prohibited from revealing their own name, personal addresses and/or phone numbers of others.
- Students should use only their first names in communications.
- Students may not access or download any programs, files, or information without permission from a teacher.

### Computer Ethics

- Students are expected to observe copyright law in their use of electronic media.
- Students may not use computers and the network in a way that would harm or disrupt another person.

### Consequences

Any infraction of the Student Acceptable Use Policy shall be reported immediately to school personnel. Violation of the Rules of the Acceptable Use Policy may result in disciplinary action, possibly including: Loss of computer privileges for any length of time, up to the remainder of the school year, as determined by the school administration and/or financial responsibility for all costs associated with system restoration including labor, hardware or software repair/replacement, and restoring the integrity of data.

### Disclaimer of Liability

The school shall not be liable for users' inappropriate use of electronic communications resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The school shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

Dear Parents,

Sugar Grove Christian School is pleased to provide computer access to all elementary students. Kindergarten through Sixth Grade students will spend scheduled time in the school's Computer Lab. The goal of our technology curriculum is to enable students to effectively use computers as a tool for learning and communication. The expectations of the students will be age appropriate. They will learn computer terminology, how to access information, keyboarding, communication, and problem solving. Computer assignments will correspond with the classroom instruction.

I would like to assure all parents that Internet access at the school is very limited. You are welcome to visit examples of the sites used by the students by visiting the school's web site at [www.sgcs.org](http://www.sgcs.org). Our networked computers are equipped with software that protects users from unwanted web sites. Also all users will log on to the school's computer with individual usernames and passwords. Children will not have access to the computers without an adult present. Computer time will be a supervised learning experience.

Accompanying this letter is a document called "Computer Resources/ Acceptable Use Policy." It is designed to inform you and the students about our computers and the responsibility of using them. Sugar Grove Christian School requires permission to allow your child to take advantage of our wonderful resources. **We must have an Acceptable Use Policy Signature Form for every child.**

Students may not use the computer resources until the Acceptable Use Policy Signature Form is signed and returned. Thank you for returning the form below as soon as possible. If you have any questions, please ask.

Becky Kosarek  
Computer Instructor

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### **Acceptable Use Policy Signature Form**

Sugar Grove Christian School  
Computers and Electronic Communications Systems

We have received and understand the Computer Resources/Acceptable Use Policy. The student agrees to abide by the rules of acceptable use and understands there are consequences for violating the rules of the Acceptable Use Policy (AUP). In consideration for the privilege of using the computers and electronic communications system and in consideration of having access to the public networks, I hereby hold blameless and release from any liability, Sugar Grove Christian School and its employees. I give permission for my child to use the computers and also have Internet Access at Sugar Grove Christian School.

Date \_\_\_\_\_

Student's FULL NAME \_\_\_\_\_ Grade \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_