

**STUDENT USE OF TECHNOLOGY**

**Western Placer Unified School District**

**K-5 Student Instructional Technology Acceptable Use and Internet Safety Policy**

The computer is an important tool for you to use in your education. However, it is important that you are safe and responsible while online. You must follow these rules to use the school’s network:

**Be Responsible**

- Ask permission before downloading files (attachments) to avoid computer viruses.
- Your password is your secret; do not share it except with your teacher, school administrator, or parents.
- Only visit permitted Internet sites. Information you access and post is monitored.
- Treat computers properly. Tell a teacher if a computer is broken.
- Computers settings are configured by technology staff and should not be changed.
- Ask for your teacher’s permission and assistance before using removable media from home.
- Use school computers for school work.
- Maintain your files in a responsible manner, which includes backing up at regular intervals and deleting files at the end of the school year.

**Be Respectful**

- Using ALL CAPITAL LETTERS in a message may be considered rude.
- Only send polite and positive messages to people to avoid hurting other people’s feelings.
- Make sure to use respectful language when talking online.
- Only respond to messages from people you know.
- Always treat online friends with respect.
- Use your own words when using information you have researched or use quote marks and cite your source (give credit to the resource from which the information came). Don’t plagiarize!
- Don’t touch anyone else’s computer, school work, or computer files.
- Only use your password to access school computers.

**Be Safe**

- Never give out your full name, address, age, phone number, or school without parents’ or teacher’s permission. Identify yourself only with a nickname while online.
- Ask an adult you trust about any online contact that makes you feel uncomfortable.
- If a website makes you feel uncomfortable, tell your teacher.
- Ask permission from parents and teacher before posting photos of yourself or others.
- Only use a computer when a teacher is in the room.

To keep students safe online at school, the district actively uses filtering software hosted by the Placer County Office of Education to meet the Children’s Internet Protection Act (CIPA) requirement and to keep inappropriate pictures, images, and graphics from being accessed. Filtering software is not a perfect science and it may be possible for users to access inappropriate sites. If a student’s computer usage is disruptive to the school community, the student may be disciplined according to the student discipline policy.

I understand and agree to follow each of the rules above.

Student Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

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Lincoln, California