

Computer and Internet Responsible Use Agreement

Cut these sections out and distribute each section to a different group. Each group should create a skit about the guidelines in which their hero stops the students from doing the wrong thing.

Passwords:

- I will keep my username and password private and not share them with anyone (even my best friend).
- I will tell a teacher or another responsible adult, if I find out another person's password.
- I will only use my own username and password.

Posting Online:

- I will only put information about myself online if a teacher says it is okay.
- I will only post pictures of myself online with my teacher and parent's approval.
- I will only put pictures or personal information of others from my community online with their permission.
- I will only make video recordings or record the voices of another student or teacher with their permission.
- I will only take pictures of any other students or teachers with their permission.

Online Safety:

- I will not agree to go meet any person that I meet online.
- I will tell my teacher or another responsible adult if I receive an inappropriate message that makes me feel uncomfortable, angry, ashamed or afraid.
- I will immediately exit out of any inappropriate sites and tell a teacher or responsible adult.

Computer Use:

- I will only use programs and web sites that my teacher has said are okay to use. This includes music, games and social media.
- I will only use school email for school work.
- I will only save school related work on the school computers.
- I will use the school internet to go to sites that my teacher has allowed and will not look up any materials that are inappropriate, offensive, obscene or hateful.
- I will ask the teacher or another responsible adult if I am unsure about doing something online.
- I will only use the computers for legal purposes

Email:

- I understand that I represent my school when I send messages out from a school computer or device when using the internet. This means email, chat, instant-messaging, texting, gaming and social network sites.
- I understand that these messages can be copied, traced or forwarded to other people and once they are sent, they can last forever on the internet.
- I will be respectful and polite in all messages that I send.
- I will only send messages that are not hurtful or mean or forward jokes or chain letters.
- I will first ask for the sender's permission before I pass on a message that someone sent to me.

Security:

- I will only go into other people's files, folders or information if they give me permission.
- I understand that administrators can see anything that I have done using the school system and that they don't need to check with me before they look at how I have been using the computers.
- I will leave security settings as they are on school computers. I will tell my teacher if I think I have found a security problem.
- If I use someone else's work I will properly record where I got it from. I will not copy another person's work and pretend that it is my own (plagiarize). This includes pictures that I copy from the internet.

Computer Care:

- I will obey the school's rules such as no food or drink and no running or horseplay, to protect the computers, tablets and laptops.
- I will treat equipment carefully and with respect including: computers, laptops, tablets, iPads, iPods, headphones, printers, cameras, scanners, projectors, Smartboards and Brightlinks.

Bring Your Own Device:

- I understand that, with permission I will be allowed to connect my own device (laptop, tablet, iPod, iPad, phone) to the school district WiFi to use the internet.
- I understand that when I use my own device at school, I must still follow all of the rules outlined in this agreement.
- I understand that teachers and administrators can take my device away if it they have reason to believe that it contains inappropriate content.
- I will take full responsibility for my technology device. The school is not responsible for the security of my technology.
- I will only use my device for educational purposes.