

# Allendale Public Schools – Student Acceptable Use Policy

Computer, network, and Internet access is a privilege available to students at Allendale Public Schools. Our goal in providing this service is to facilitate learning, promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so students are aware of the responsibilities required to use this technology. Please read this document carefully. Computer use may be revoked if a student does not adhere to the guidelines below.

**1. Acceptable Use:** My use of Chromebooks, computers, the Internet, technology devices and the school network must be in support of education and research within the educational goals and objectives of Allendale Public Schools. Transmission of any material in violation of any U.S., state, or school regulations is prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. The school network includes the use of school computers, and computer peripherals such as scanners, printers, cameras, as well as the use of school network services such as the Internet, school e-mail accounts, and network file folders. Students should have no expectation of computer privacy, as the school may monitor computer, e-mail, and Internet use. Students may also request permission to use personal technology devices on the school's network at appropriate times.

**2. Personal Responsibility:** As a member of my school community, I will accept responsibility for proper use of school technology and for reporting any misuse of technology. My use of school technology will meet the guidelines below:

- I will respect the privacy and dignity of students and teachers at all times and I will not use another user's password.
- I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
- I will respect school equipment; I will not vandalize or maliciously use the equipment.
- I will only use software that is pre-approved by Allendale Public Schools. I will not attempt to add software to the computer.

**3. Internet Safety:** The Internet provides opportunities to access new resources, but it also provides unique risks to students. Allendale Public Schools provides filtered access to the Internet on all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:

- I will not give out on the Internet personal information such as my full name, phone number, or address.
- I will not give out on the Internet personal information about someone else such as his or her name, phone number, or address.
- I will not correspond or meet with someone through the Internet without the pre-approval of a teacher.
- I will only access or download sites appropriate for school classes or activities.
- I will immediately report any technology use that makes me uncomfortable or violates school policies.

**4. E-Mail Safety:** Electronic mail (e-mail) also provides new opportunities for students, but it too requires careful use. I will follow the guideline below when using school computers or school e-mail accounts:

- I will only use a school provided e-mail account when using e-mail at school. I will not use IM and chat during school hours without permission.
- I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school provided e-mail account at school or another location. Allendale Public Schools actively filters and monitors school provided student e-mail accounts regardless of whether the account is accessed from school or another location, and may view messages sent through school provided e-mailed accounts.

**5. Chromebook Use:** The school's 1-1 Chromebook program is a bold move, providing students new opportunities to learn and enhance their education.

- Use of the school owned Chromebook remains a privilege. This privilege can be taken away.
- Use of the Chromebook must abide by all school policies at all times regardless of location.
- The Chromebook handbook contains specific policies and guidelines.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_