



AUP

Acceptable Use Policy

(version 11.18.08)

Respect:

As a Storefront student, I understand that computer equipment is fragile and I need to have respect for the equipment and follow rules about the proper use of laptops.

- I understand that there are very specific rules about who is allowed to bring a laptop or cell phone to school and how/when it can be used.
- I will not give out confidential information on the internet; I will not use my name, personal email, address or phone numbers on internet at school.
- I know that food and drink are not allowed near computers and will protect the school's computers
- I will respect other students by not going into their folders or work and not sharing passwords

Responsibility:

As a Storefront student, I understand that the use of the internet, email system and web are a privilege.

- If I am given an e-mail account, a Web account or allowed to use a laptop, I understand that this privilege comes with great responsibility.
- In terms of e-mail, I understand that I cannot e-mail a teacher until he or she gives me explicit permission.
- If someone sends me an e-mail that is inappropriate, I know that I should tell an adult.
- I know that when I leave the computer lab, I am responsible to push in my chair.
- I understand that it is proper etiquette to turn your head when someone is typing in her or his password and not to share my password with anyone.
- I also understand that it is my responsibility to use "standard English" when sending e-mails on our Storefront system.

Perseverance: As a Storefront student, I understand that perseverance is important in the computer lab when stuck on computer problems. I know that all of us run into problems and that I need to be determined and work hard if I am going to be successful.

Honesty:

As a Storefront student, I understand that the rules as posted on the Wittenberg Door make it clear that our computers are not to be used for "recreational" things and that we must stay focused on "academic work" and "Web sites that help make us smarter."

- Teacher permission is required before I can use a computer for "recreational" activities.
- No music or software can be downloaded from Web sites unless it is clearly marked as free.
- If I inadvertently go to a Web site that is inappropriate or against the rules, I need to be honest and tell my teacher and quit out of the Web site right away.
- I also understand the rules about academic honesty and plagiarism. I understand the importance of citing sources when I use text or graphics from any Web site.
- I understand that I should not access a non-Storefront wireless access point or try to get around our filters at Storefront by any other means.
- I understand that there is no privacy on the Internet, in my email or webpage and that the school has the right to examine my use of the computers.
- I will think of my emails as post cards, open to the world.

Diligence:

As a Storefront student, I understand that diligence with my computer work is important, especially with typing. Learning to touch type with 10 fingers properly will take a lot of diligence and hard work from me in grades 4-8. I will be diligent in following the rules posted on the Wittenberg Door to the Computer Lab that read :

"During recess or after school, you can create, you can paint, you can write, you can research, you can learn, you can study, you can get smarter, you can practice your typing but no recreational games or recreational things except if a specific teacher gives you permission. This means no music videos or listening to music except if a specific teacher gives you permission. This applies to searching for lyrics that you then want to print out. You will need a teacher's permission to do this."

- I understand that this means no videos, music, or recreational use of the computers without teacher permission.

Concern for others:

As a Storefront student, I will conduct myself in ways that show I am concerned about the welfare of others.

- I know that there are always others in the computer lab who may need help. I understand that the right way to help someone is to show them where to mouse click and tell them what they need to know but not to take the mouse or keyboard away from the person.
- I also understand that I need to ask a teacher before I print. Conserving paper is an important part of concern for others.
- I understand that the school's code of conduct applies to all communication through technology (email, voicemail, texting or posting).
- I know this means there is no tolerance for name calling, teasing, threats, intimidation or harassment in any communication.

Name of Student (PRINT) _____ Signature of Student _____ Date _____

Name of Parent/Guardian (PRINT) _____ Signature of Parent/Guardian _____ Date _____

Please return to Mr. Bergen in the computer lab.