



# Chippewa Valley Schools

## Technology Acceptable Use and Safety Policy

### Grades K-5

I understand that using the computer correctly and responsibly is very important. I promise to follow these rules when using the computer and other equipment at school or at home. I understand that if I break these rules, I might not be able to use school computers.

- I will use computer and technology equipment only when a teacher or trusted adult is present.
- I will use the computer and the Internet for schoolwork only.
- I will use only the programs and websites that my teacher has approved.
- I will not share my password with anyone, and I will not use another person's password.
- I will not damage or change settings on the hardware, software, or the network.
- I will not use proxy sites, download VPNs, or do anything else to bypass the district filtering.
- I will not remove or alter any labels, barcodes, or serial numbers on my computer.
- I will not add stickers or other decorations to my computer.
- I will obey all copyright laws.
- If I notice my laptop is broken, I will not try to fix it myself, but I will tell my teacher or another adult immediately.
- I will take care of my computer and be responsible for it. I will not put food or drinks by it. I will carry it with two hands and do my best to take care of it responsibly.
- I will tell my teacher if I read or see something on the computer that is inappropriate, makes me feel uncomfortable, or if someone I don't know attempts to contact me on the computer/Internet at any time.
- I will never give out personal information about myself or anyone else (full name, address, email address, phone number, photo) over the Internet.
- I will never use the computer to be hurtful to others. I will not look at, send or display inappropriate messages or pictures, nor will I use the computer to intimidate, harass or bully others.
- I will report anything that I may see on social media that may impact others well-being or safety at school to a teacher, administrator, or parent.

**Student and Parent please sign the Laptop Use Agreement Form on the back.**



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## Laptop Use Agreement

As the parent/guardian, my signature indicates I have read and understand the Guidelines, Procedures, and Acceptable Use and Safety Policy outlined in this handbook and give my permission for my child to have access to and use the described District issued technology. I understand we will be responsible for damage to district issued equipment due to neglect, carelessness, or misuse. My child may be assigned fees for damaged equipment that we will be responsible for.

Parent/Guardian Name (please print): \_\_\_\_\_

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

As the student, my signature indicates I have read or had explained to me the Guidelines, Procedures, and Acceptable Use and Safety Policy outlined in this handbook and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes. I am responsible for taking care of equipment assigned to me and using it according to the AUP.

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

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

\*Once the device is checked out to your student, please examine it closely and fill out a damage report form if you have any concerns about the condition of the laptop.