

# Acceptable Use Agreement

## Grades 3-6\*

(\*Renewable Every School Year)

As a part of my schoolwork, my school gives me the use of computers and Google Apps. My behavior and language are to follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will use the computers *only* to do school work, as explained to me by my teacher and not for *any other* reason. I will not use a school computer for personal or illegal purposes.
2. I will use the Internet *only* in ways my teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put my address or telephone number, or any other personal information about myself or anyone else on the computer.
5. I will not upload, link, or put an image of myself or others on the computer or on any public site without my teacher's permission.
6. I will not play games or visit sites that a teacher has not directed me to be on or approved.
7. I will be polite and considerate when I use the computer.
8. I will not use the computer to
  - Annoy
  - Be mean
  - Frighten
  - Threaten
  - Tease, bully, or poke fun at anyone
  - I will not use swear words or any other rude language.
9. I will not try to see, search, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion or gender.
10. I will not damage the computer or anyone else's work.
11. I will not break copyright rules or take credit for anyone else's work.
12. If I have or see a problem, I will not try to fix it myself, but I will tell a staff member. *If the problem is an inappropriate image I will turn off the monitor, close the Chromebook lid or turn over the iPad and then seek help.*

13. My teacher may look at my work to be sure that I am following these rules, and if I am not, I will be in trouble and may need to see the principal.
14. I will not print without my teacher's permission.
15. I know that the conduct that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education. If I break the rules there will be consequences in school.

I understand that the River View Local School District allows me to bring my own devices such as phones, tablets and computers. In order to be permitted to bring my own device, I agree to the following responsibilities and restrictions:

1. I will follow all school rules while using my own device on school grounds and I understand that the rules outlined above regarding my use of school computer resources apply to my use of my own device on school property.
2. I will not take photos or record video of any student, teacher or administrator unless I have that individual's permission to do so.
3. I will not use my device during class unless instructed to do so by a teacher and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.
4. I understand that the district is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my device at school.

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

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

# Student E-Mail Guidelines

The River View Local School District provides electronic resources for students in grades K-12, including Gmail accounts to be used to access the District's Google Apps, which is an integral part of the curriculum. The District's expectations for behavior and language in the use of these Gmail accounts must be consistent with classroom standards.

*The guidelines listed below are intended to govern the use of District-provided Gmail account and Google Apps whether the account is accessed in or outside of the school environment or on school-owned, public, or personal computers.*

## Proper Use of District-provided Gmail (RVBears Accounts)

- Student should use their E-mail accounts to communicate with their classmates, teachers, or other school community members about school related topics only.
- While students can E-mail teachers throughout the District, they should not expect teachers to E-mail assignments to them or to provide private tutoring through E-mail.
- Students should not ask for or respond to E-mails requesting personal information not related to a school project.
- Parents should not use their children's accounts as a way of communicating to their children's classmates, teachers, or other members of the school community.

## Account Capabilities

- All accounts will be accessible from both inside and outside of the school network. All accounts will be password protected.
- Accounts for grades K-12 will be "closed" accounts. Students with closed accounts can E-mail students and staff within the District, but they cannot receive or send E-mails from outside the system.
- These accounts are provided as is, with size limits, attachments limits, and uniform features. The District reserves the right, at its discretions, to update the software or add additional features.
- All incoming E-mail will be filtered for spam using a commercial spam filter. While the District has installed filtering software for all E-mail accounts, no filtering software is foolproof.
- As the owner of the computer systems, the District reserves the right to monitor its computer systems to endure that they are being used in accordance with the Acceptable Use Policy and related Administrative Regulations.

*Students must understand that the District has reserved the right to conduct monitoring of these computer systems and can do so **despite** the assignment of passwords to individual students for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.*

## Student Responsibilities

- Students are entirely responsible for the confidentiality of their E-mail accounts, passwords, personal information, and for any activities that occur in the use of their accounts.
- Students should have no expectation of privacy when using district-provided E-mail accounts.
- The student agrees to notify his/her teacher or principal immediately if any unauthorized use is made of his/her District-provided E-mail account.
- Most importantly, the District urges any student who receives any harassing, threatening, intimidating, or other improper message through the computer systems to report it immediately. It is the District's policy that no student should be required to tolerate such treatment, regardless of their identity of the sender of the message.
- While E-mailing, student are responsible for following all parts of the District Acceptable Use Agreement.