

Runnels Elementary School Acceptable Use Policy

Runnels School is pleased to offer students access to Chromebooks, computers and the Internet. In order to keep this privilege, however, students must agree to certain rules of behavior. Students are responsible for appropriate behavior while using Chromebooks, computers and the Internet just as they are in the classroom, on the playground, or on a school field trip.

Failure to follow the rules and guidelines set forth in this AUP, as well as those established in the classrooms, will result in disciplinary action, which could include loss of technology use for a length of time to be determined by the teacher and/or administration. Such loss of technology use could negatively impact a student's performance in his/her academic classes. A good rule of thumb for students is that they should not access, download, send, print or do anything they would rather not have their teachers or parents see.

Students are expected to care for the school device they are using. They may not damage the devices or the network in any way. Should a device be damaged intentionally or by a student's failure to use reasonable care, the cost of the repair or replacement of the device will be the responsibility of the student's parent(s)/guardian(s). The cost of the repair and/or replacement of the device will be collected via Smart Tuition.

Students should adhere to all Runnels policies and procedures pertaining to technology as stated in the Elementary Handbook. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself** – Show respect through your actions. Select online names that are appropriate. Use caution with information, images and other material posted on line. Carefully consider the personal information you share about yourself.
2. **Protect Yourself** - Ensure that the information, images and materials posted online will not put you at risk. Do not publish personal details, contact information, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online.
3. **Respect Others** – Show respect to others. Do not use a computer to harm other people or their work. Do not use electronic media to antagonize, bully, harass or stalk people.
4. **Protect Others** – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
5. **Respect Intellectual Property** – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.

Parents: I agree to discuss the terms of the Acceptable Use Policy with my child and will assist the school in helping him/her understand both the benefits and dangers of computer use at school. I hereby release Runnels School, its administration, teachers, and staff from all claims of any nature arising from my child's use of the school-owned resources.