

## Grace AUP

### **Purpose**

At Grace we strive to make students capable and confident users of technology that is appropriate for their grade level, to respect the rights of others, and to develop a good understanding of the resources available in the constantly changing area of information gathering.

The computer curriculum is designed to advance and promote educational opportunities, and to provide exposure to a wide array of educational resources. The instructional staff integrates the use of technology into many areas of the Grace curriculum. Computer skills are usually taught within the framework of the classroom curriculum through projects or exercises in order to make the process more meaningful.

To be competitive in the current and future job markets, students must be skilled in the use of technology. By using computers and the Internet, teachers have a plethora of resources available to them for instructional purposes while students have the advantage of accessing an abundance of resources. Technology is an effective vehicle for instruction and is an additional way for teachers to meet the needs of students.

### **Student Responsibilities**

The use of the Grace network and technologies is a privilege and to be used for school-related work only. Computers and other technologies used by the students should only be done under the direct supervision of a faculty or staff member. Any violation of the policies established by Grace Episcopal Day School will result in a loss or suspension of privileges. Further action as established by the student handbook may be taken.

Grace students are expected to use school equipment and resources in a responsible fashion. General school rules for proper behavior and polite communication apply to everyone. If a student is unsure whether a behavior is acceptable, he or she should ask a faculty member.

Even though each student is supervised by a staff member while using the Internet, it is expected that he or she assumes individual responsibility for his or her appropriate use of the Internet

### **Parent Responsibilities**

Parents are encouraged to discuss responsible home and school use of the Internet with their children. Additional resources for Internet safety are available on the Grace web page under the "Parent" section.

### **Faculty / Staff Responsibilities**

The use of the Grace network and technologies is a privilege and should be used for presenting and enhancing the curriculum. Its use should be regularly incorporated as appropriate for each grade level. Faculty members should discuss appropriate use of computers and the Internet with their students, monitor their use, and intervene if the resource is not being used appropriately.

Staff and faculty members are responsible for:

- monitoring students when using the Internet.
- exposing students to a variety of technologies through instruction, projects, and reinforcement.
- backing up documents that are essential to their use.
- deleting old files and emails to conserve file space.
- fulfilling the technology teacher checklist (technology teacher checklist is given to each teacher and is available in the office or computer room).

### **Acceptable / Unacceptable Uses of the Internet**

#### *Acceptable Use of the Internet at GEDS:*

- respecting the rights of others: their work environment, personal information, and other work.
- reporting any unacceptable uses of computers or other technologies to a teacher.
- giving appropriate credit to sources for information / pictures / etc. gathered off of the Internet.
- researching assigned classroom projects.
- accessing and exchanging information.
- following a teacher's directions and instructions.
- Using computer technologies for school work and presentations.

#### *Unacceptable Use of the Internet at GEDS:*

- participating in chat rooms.
- visiting sites other than provided by a teacher.
- using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any U.S. or state regulations.
- downloading of software without authorization by the supervisor (teacher).
- downloading copyrighted materials for non-personal use.
- using the network for private financial or commercial gain.
- wastefully using resources, such as file space.
- gaining unauthorized access to resources.
- invading the privacy of individuals.
- using another user's account or password.
- posting material authored or created by another without his/her consent.
- posting anonymous messages.
- using the network for commercial or private advertising.

- accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, ethnically offensive, harassing, or illegal material.
- using the network while access privileges are suspended or revoked.
- plagiarism of any type.
- checking email accounts or instant-messaging (students only).

The use of computers and other technology is a privilege that comes with responsibilities. Consequences of violating the GEDS Acceptable Use Policy will include in a loss of computer privileges. Further action may be taken as dictated in the GEDS Student Handbook.

Permission to Publish  
and  
Acceptable Use Policy  
(Nursery – 2<sup>nd</sup> Grade)

**Student**

- I know that my teacher want me to use the Internet to learn more about subjects I am studying in my classroom. That is the only reason I should be using the Internet.
- I will only go to places on the Internet that the teacher has told me to.
- I will always use the computer / Internet under the supervision of a teacher.
- I will take care of the computer I am using and follow the teacher's directions.

\_\_\_\_\_

Student's Name (print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Parent or Guardian**

I have discussed with my son or daughter the rules of using computer and the Internet at GEDS. I also have read the accompanying document and understand the contents.

I give permission for my child to use the Internet at school. \_\_\_\_\_yes \_\_\_\_\_no

I give permission for my child's work (drawings, writings, etc.) to be used on the School's web site or in school publications. \_\_\_\_\_yes \_\_\_\_\_no

I give permission for my child's photo to be used on the School's web site or in school publications. (No names will be used) \_\_\_\_\_yes \_\_\_\_\_no

\_\_\_\_\_

Parent's Name (print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Permission to Publish  
And  
Acceptable Use Policy  
(3<sup>rd</sup> – 6th Grade)

**Student**

I will read the rules for using the computers and the Internet. If I don't understand something, I will ask an adult to explain it to me.

- I know that my teacher want me to use the Internet to learn more about subjects I am studying in my classroom. I will only use the Internet when instructed.
- I understand that sometimes I may see a site on the Internet that has pictures or words that my teacher or parents would not want me to see. I will not try to find those sites and, if I come across one of them by accident, I will leave it immediately and tell an adult.
- I agree that I need to give credit when using pictures or words from the Internet.
- I will only go to the sites on the Internet that the teacher has told me to.
- I will not change settings unless instructed by a teacher, and will not otherwise play around with the computers.

\_\_\_\_\_  
Student's Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Parent or Guardian**

I have discussed with my son or daughter the rules of using computer and the Internet at GEDS. I also have read the accompanying document and understand the contents.

I give permission for my child to use the Internet at school. \_\_\_\_\_yes \_\_\_\_\_no

I give permission for my child's work (drawings, writings, etc.) to be used on the School's web site or in school publications. \_\_\_\_\_yes \_\_\_\_\_no

I give permission for my child's photo to be used on the School's web site or in school publications. (No names will be used) \_\_\_\_\_yes \_\_\_\_\_no

\_\_\_\_\_  
Parent's Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date