

Van Buren Technology Usage Policy

The School District of Janesville recognizes that instructional technology is a key component in contemporary education. Because of the many types of applications, the Board establishes the following policy to plan for and guide educational technology use and growth both for instructional and administrative uses.

Information and communication technologies will be used primarily for:

1. Supporting student learning and achievement including but not limited to: digital literacy, e-resources, enrichment, motivation, remediation, online courses, and social media;
2. Managing instructional software involving the maintenance of test scores, grades, and other data used in evaluating instruction and student progress;
3. Teaching information and technology literacy within curricular concepts

As a condition of use, users understand that they have no expectation of privacy in anything they create, store, send, disseminate or receive via the school district's technology and networks.

The school district has the right to monitor all aspects of technology use. The district reserves the right to monitor, access and/or disclose the content of any messages or files without prior notice to the users. The district also reserves the right to remove any files from district computer resources without prior notification.

In our effort to support all students, especially those who struggle with following school technology expectations, attached is the procedure for appropriate/inappropriate technology use...

Van Buren Acceptable Use Policy (AUP)

Grades 2-5

I know that I must use technology safely

- I know that the teachers can monitor what I do on the computers.
- I will not let anyone else use my password, and I will not use theirs.
- I will be aware of my personal safety when I am communicating online, and will not share personal information about myself or others.
- I will tell a teacher immediately about any unpleasant or inappropriate material or messages on the computer, or anything that makes me feel uncomfortable when I see it.
- I understand that the school will look after me and my classmates and can help if anything happens while I am online.

I know that I must use technology responsibly

- I understand that the computers are here for school work, and I will only play games on them or use them for personal use if I have permission.
- I will only upload pictures or videos from inside the school if I have permission.
- I understand that the school's security and Internet filter is there to protect me, and to protect the computer network, and I will not try to bypass it. If I need access to a blocked website, I will ask my teacher.
- I will only download graphics, documents, music, or videos onto the computer if it is related to my school work, and I will cite the source of copyrighted material.
- I understand that I must not download or display inappropriate pictures or other material from the Internet.

I know that I must help look after the devices

- If I have a problem with my computer or any part of my workstation, I will tell a teacher immediately so that the problem can be fixed – I won't leave it broken for the next person.
- I will only use programs that are already on the school computer. If I need a new program, I will ask my teacher - I won't try to install it myself.
- I know that I am not allowed to change settings on the computers at school.
- I know that food and drink is not allowed in the computer rooms, and that I should not eat or drink around any computer.

I know that I must respect others when using technology

- I will not use the computers to harass or bully anyone. I will always treat others the same way I would want them to treat me – just as I would when not using the computers.
- I will not take or distribute pictures or videos of anyone without their permission.

Consequences of Misusing Technology

1st offense:

Phone call home

Suspension of technology until:

Verbal apology to the class

Create a plan during recess to help make a better choice in the future

2nd offense:

Phone call home

Suspension of technology until:

Verbal apology to class

Revisit the original plan with Ms. Bauer/Mrs. Schur during their recess. Reteaching opportunity.

Complete a "technology acceptable use" packet during recess.

3rd offense:

Technology is suspended until:

Parent/Teacher Networking Meeting

Immediate loss of technology privilege for trimester/4 weeks minimal =

Highly inappropriate internet searches, communication through email that is threatening or contains explicit pictures or images

1. Parent will be contacted immediately to set up meeting
2. ODR letter sent home to parent
3. In/Out of School Suspension when appropriate

My parent's and I have read this Acceptable Use Policy, and I agree to the terms of the policy.

Student Name (Please Print)

Student Signature Date

Parent Signature Date

PLEASE SIGN AND RETURN THIS TO SCHOOL