

## ***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 K-1**

### **I know that I must use technology safely and responsibly**

- I know that my teachers can watch what I do on the computers.
- I will treat my username and password like my toothbrush – I will not share it with anyone else, and I will not use theirs.
- I will only use a computer if I have permission from a teacher.
- I will only communicate online with people I also know offline..
- I will tell a teacher immediately anything that makes me feel uncomfortable when I am using the computer.
- I understand that the teachers will look after me and my classmates and can help if anything happens on the computer.

### **I know that I must help look after the technology**

- 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 the settings on the 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 I'm not on the computer.
- I will always be polite online even if others have different opinions.
- I will not open another student's folder or documents.

## Consequences of Misusing Technology

### Warning

Discuss what was done and why it was wrong.

### 1st offense:

Removal of technology until:

Conference with the student and create a plan for future use.

### 2nd offense:

Phone call home

Removal of technology until:

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

Complete a "technology acceptable use" packet during recess.

### 3rd offense:

Removal of technology until:

Parent/Teacher Networking Meeting

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

Extreme misuse of technology

1. Parent will be contacted immediately to set up meeting
2. ODR letter sent home to parent
3. Possible 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.

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Student Name (Please Print)

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Student Signature      Date

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Parent Signature      Date

**PLEASE SIGN AND RETURN THIS TO SCHOOL.**