



Guide to the St.Ailbe School: Using Technology in School Grades 3-4

WHAT IS THE AUP?

AUP stands for “Acceptable Use Policy.” It means that you agree to only do “acceptable” things when you are using St. Ailbe School computers. The St. Ailbe School has rules that all students have to follow when they use the Internet. The “Acceptable Use Policy” tells you and your parents what is “acceptable.” It is a contract that you and your parents must sign for you to be allowed to use St. Ailbe School computer equipment. **WHY DOES THE ST. AILBE HAVE AN AUP?**

A lot of people use the St. Ailbe School’s network and school computers. We need to make sure that everyone feels comfortable and safe using the network. We all also need to make sure that our computers and printers are in working order for everyone to use. **WHY DO I HAVE TO BE RESPONSIBLE FOR WHAT I DO ON THE ST. AILBE SCHOOL NETWORK?**

Using the Internet in school is a privilege not a right. The St. Ailbe Schools’ network, web pages, and email accounts are NOT private. St. Ailbe School staff are able to “monitor” everything you do on the school computers. This means someone can read what you write and see the web pages that you visit. **THINK -- before you do anything online that you would not want your teachers or parents to see. WHAT HAPPENS IF A STUDENT DOES NOT DO FOLLOW THE RULES IN THE AUP?**

The St. Ailbe School has “consequences” or punishment for students who use the Internet in unacceptable ways. Just like when someone breaks classroom rules, there are “consequences if you don’t follow the rules in the AUP rules. You need to report to a teacher or another adult anything you see online that does not follow the rules listed in the AUP. If you do not follow this policy, you can lose your computer privileges in school.

St. Ailbe School AUP: “Student Responsible Use”

1. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT. I will not give my password to anyone. I will log off from my account when I am finished. If I see another person’s work on a computer screen, I will tell an adult. I will wait to use the computer until an adult has removed the material.
2. I AM RESPONSIBLE FOR MY LANGUAGE. I will only use language on the Internet and in my school email that I would use in the classroom with my teacher. I will not use bad words when I use a computer.
3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will not write anything mean or hurtful to another person. I will not be a bully or make fun of anyone. I will not “stalk” any person online or by text message. I will tell a teacher if I see anything hurtful to another student online.
4. I AM RESPONSIBLE FOR MY USE OF THE ST. AILBE SCHOOL NETWORK. I will not look for web pages with pictures, words, or sounds that are not appropriate in school. I will not look for web pages or documents about sex, violence, or weapons. I will not download any files, including music and video files, unless a teacher gives me permission.
5. I AM A RESPONSIBLE MEMBER OF MY SCHOOL WHEN I AM ONLINE. I will not write anything or post pictures or video that is hurtful or embarrassing to anyone on Facebook, or any other site.
6. I AM RESPONSIBLE TO BE HONEST ABOUT WHO I AM ONLINE. I will not pretend to be anyone else online. I will not send email, create an account, or post any words, pictures, or sounds using someone else’s name. I will not use another person’s login name or password.
7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE ST. AILBE SCHOOL NETWORK. I will not try to change security settings or install any software on school computers without permission. I will not use a phone, personal laptop, or any electronic device in school without a teacher’s permission.
8. I AM RESPONSIBLE FOR PROTECTING ST. AILBE SCHOOL PROPERTY. I will not break or destroy any computer equipment on purpose. I will not move any equipment, including keyboards and mice, without permission.
9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE’S PROPERTY ONLINE. I will not “plagiarize.” When I use information from a website, I need to let people know where I got the information. I will cite my sources. I will obey copyright laws and will not download words, pictures, video, or music that belongs to someone else.
10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ANYTHING ONLINE. I will not publish any material on a school website, wiki, blog, podcast, or discussion group without permission. I will not publish a picture, including my picture, with the person’s first or last name in the caption.

Acceptable Use Policy for Networks, Including the Internet

Students & Parents/Guardians: Please review the St. Ailbe School Acceptable Use Policy on pages 1-2 and sign the form below to indicate your agreement to use St. Ailbe School technology responsibly.

Parent or Guardian:

As the parent or guardian, I have read the St. Ailbe School Acceptable Use Policy and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of St. Ailbe School, and that student use for any other purpose is inappropriate. I recognize it is impossible for St. Ailbe School to restrict access to all inappropriate materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use technology resources at St. Ailbe School.

Parent or Guardian's Name (please print) _____

Parent or Guardian's Signature _____ **Date** _____

Student:

I understand and will obey the rules of the St. Ailbe School Acceptable Use Policy (on pages 1-2). I will use St. Ailbe School technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the Code of Discipline and/or prosecution under state and federal law.

Student Signature (above age 5): _____ **Date** _____