

# **Acceptable Use Policy**

## **Respect for Self and Others**

**I will be polite and practice good manners while using the computer. I will respect others' right to privacy. I will only access, look in or use other individuals', organizations' or companies' information on computer or through telecommunications if I have the permission of the individual, organization or company who owns the information.**

**I will treat people online with respect and treat them as I would like to be treated.**

## **Respect for Property**

**I will respect other's property. (Programs, files or information that belongs to others) I will not download, save information on the computer, or print without the teacher's approval and assistance. I will not use a disk that I brought to school without permission. (Virus protection for the school)**

## **Respect for Ownership**

**I will respect others' right to ownership and to earn a living for their work. I will only use computer software, files or information which I own or which I have been given permission to borrow.**

## **Respect for Others and the Law**

**I will abide by the Copyright Laws and cite the resources that I use.**

## **Be Polite**

**When I access information, I am a guest on another's computer.**

**I will always cite your Internet sources.**

**I will use appropriate language when writing for the Net**

## **Be Aware**

**I will learn to question and judge information. Just because it is on the Net, does not make it accurate. I will get a second opinion.**

**If I come across any information that makes me feel uncomfortable, offends me, or upsets me, I will immediately turn off the monitor, close the browser and alert my teacher. (I will not alert the student next to me.)**

## **Be considerate**

**I will share my Net expertise with others. Access is a privilege, not a right**

## **Access Entails Responsibility**

**I will act as a representative of this school and family, showing everyone that I can act responsibly. I never give out personal information anywhere on the Internet.**

**While at school, I will use the Internet only for school-related activities, homework, research, etc. NO SURFING! I will actively use the information I find on the Internet in my learning (projects, reports, discussions). I should know WHY I'm using the Internet for a certain task.**

**I will notify the teacher right away if there is any information that is questionable or makes me feel uncomfortable.**

**I am aware that there are consequences for choosing not to follow the Internet rules.**