

# LA CAÑADA UNIFIED SCHOOL DISTRICT

Student Name (print): \_\_\_\_\_ Grade: \_\_\_\_\_ ID Number: \_\_\_\_\_

## LCUSD Student Technology and Internet Use Agreement: Grades 4-6 v1.3

Computers and access to the Internet are found in every classroom, the library media center, and the computer lab of the elementary school. Students are supposed to use computers only for school projects and research. Teachers will help students learn to use computers and the Internet properly so that they will be prepared for the future. La Cañada Unified School District will work hard to protect students from any dangerous or inappropriate material found on the Internet. It is the student's job to use the computer properly and responsibly. Students must report any vandalism or dangerous and inappropriate material found on the Internet to their teacher or to a school employee. To help insure a safe environment the district may monitor any use of the district's computers and network, including reading any files or communications.

**Please read this document carefully. You must initial each section where indicated.**

### Terms and Conditions of This Contract

I. **Personal Responsibility.** I know that the computer must be used correctly.

- A. I know that school rules must be followed on the computer network.
- B. I know that if anything happens that does not seem right or makes me uncomfortable, I will tell the person in charge.
- C. If I find something that is not appropriate on the Internet, I will leave it right away and tell an adult.
- D. I understand that all the rules described in my school's discipline policy apply when I am using the computer and/or the Internet.
- E. I will report any misuse of the computer or the network to a teacher or principal.

**I understand this paragraph**

**Student's Initials** \_\_\_\_\_

**Parent's Initials** \_\_\_\_\_

**Acceptable Use.** I understand that computers should be used for learning, research and creating classroom projects.

- A. If I copy anything from the Internet or a software program and paste it into my project, I will give credit to the author.
- B. I will NOT participate in Chat Rooms (or Instant Messaging) while I am at school.
- C. I will not try to buy, sell or advertise anything on the school network.
- D. I understand that the computer belongs to the school district and I will not change the way the computer desktop looks or works. I also will not try to harm or bypass security on the district network.
- E. I will not download any software from the internet.
- F. I will not install any software on the computer or the network.

**I understand that if I don't use the computer or the Internet correctly, I could be breaking the law or school rules. If I do this, I could face strong discipline including suspension from school.**

**I understand this paragraph.**

**Student's Initials** \_\_\_\_\_

**Parent's Initials** \_\_\_\_\_

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II. **Network Etiquette and Privacy.** I will follow school rules and use manners when using the computer and the Internet. Some rules are:

- A. Use the computer and the internet for classroom projects or research. Playing computer games is only allowed if it is an assigned part of a teacher's lesson for the day.
- B. Respect other students' work on the computer. Do not change or remove another student's work from the computer.
- C. Only use e-mail with my teacher's permission.
- D. Take care of the computer and any other equipment as if it belonged to me.
- E. Never give out personal information while using the internet.

**I understand this paragraph.**

**Student's Initials** \_\_\_\_\_ **Parent's Initials** \_\_\_\_\_

III. **Vandalism.** I will not harm or make changes to the computer hardware, software or network. I will also not change or delete other student's work on the computer.

**I understand this paragraph.**

**Student's Initials** \_\_\_\_\_ **Parent's Initials** \_\_\_\_\_

V. **Services.** La Cañada Unified School District has only limited control over what may be accessed on the Internet. Teachers and staff will work with students to protect them from inappropriate material on the Internet. They will also teach students how to save and protect their work so that they are successful computer-users.

**I understand this paragraph.**

**Student's Initials** \_\_\_\_\_ **Parent's Initials** \_\_\_\_\_

VI. **Privileges.** Using the computer network is a privilege I must earn and keep. If I don't use the computer correctly, I will face disciplinary action and my parents will be notified.

**I understand this paragraph.**

**Student's Initials** \_\_\_\_\_ **Parent's Initials** \_\_\_\_\_

### REQUIRED SIGNATURES

**STUDENT-USER:** I understand that before I am allowed to use a school computer or the Internet I must agree to follow the rules. These include using the Internet appropriately, respecting other students' work, taking care of the computer hardware and software and reporting anything that may go wrong on the computer to a teacher.

**Student's Name (print)** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### PARENT:

**Parent's Name (print)** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### TEACHER:

**Teacher's Name (print)** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_