### ETIQUETTE

*Follow these tips to have proper etiquette or behavior online:*

* Be polite.
* Use appropriate language.
* Do not share the address or phone number of any person including your personal information
* Avoid downloading large files
* Do not send mass e-mails
* Respect the information you access on the internet
* Respect others and their work on the internet.

*The Telecommunications Access Policy, also known as The Acceptable Use Policy was most recently adopted by the Indian River School District’s School Board on May 28, 1996.*

### What’s next?

* Read your copy of the AUP policy that you should have received from your child’s school.
* Discuss the rules, expectations and consequences with your child.
* Your child must sign the policy.
* You must give or deny permission and sign your name.
* Return the paper to school.
* Share in your students’ success as they become participants in today’s digital world learning and using technology.

For more information, please contact your classroom teacher or your school’s administration.

### References

*Computer Clip Art.com*. (n.d.). Retrieved April 7, 2011, from http://www.computerclipart.com/computer\_clipart\_images/learning\_on\_the\_computer\_in\_an\_internet\_online\_school\_0521-1004-3015-4142.html

Indian River School District School Board. (1996, May 28). Telecommunications Access Policy. Selbyville, DE.

# Technology in the Classroom

*A guide to NGE’s*

 *Acceptable Use Policy*

This information pamphlet is designed to inform parents and students about the use of technology, the rules, consequences and expectations of all staff and students at North Georgetown Elementary School.

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*3rd grade teacher*

### USE of Technology

**DO:**

* Students will use the internet to enhance their classroom learning.
* Lessons involving internet use will be teacher guided.
* Users understand that the use of the internet through the Indian River School District is a privilege not a right.

**DO NOT:**

* Students will not use the internet unsupervised or use it to have personal/private communication with others.
* They will not go to websites that require them to share personal information.

### RULES/Expectations

Students shall not:

* Access material that is inappropriate
* Use school resources to “hack” or break into the computer’s security
* Do anything illegal on the internet
* Upload viruses
* Give out any personal information like name, school, address, telephone number
* Use e-mail for any purpose that is not school related
* Give passwords to others

### CONSEQUENCES

Loss of Privileges:

* If a student or staff member breaks any of the rules or violates any part of the policy, he or she may lose the school-provided access to the Internet.

Other:

* Additional consequences could occur in keeping with school policy regarding inappropriate language or behavior.
* Law enforcement may be involved if necessary.
* Vandalism will result in immediate cancellation of privileges.

### ACCEPTABLE USE POLICY

**What does it all mean?**

This policy is created to inform staff, students and parents about:

* the rules for using the internet in the classroom
* the consequences if a rule is broken
* the acceptable use of technology within the classroom
* the purpose of using technology for learning
* the understanding that students will be taught how to safely use technology and will be expected to follow the policy
* the notion that although students will be supervised, they must act maturely and responsibly when using technology
* the etiquette expected when using technology
* the governing law expecting all staff, students and parents to follow the policy as well as sign and date the policy

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