Caldwell Adventist Elementary School

Learning, Faith, Citizenship, and Life
Education for Earth, Preparation for Heaven

Acceptable Technology Use Policy

Students Name: _____ Grade: _____

Technology and computer usage are an integral part of curriculum of Caldwell Adventists Elementary School. Students will be using computers daily for learning, for practicing skills and for completing assignments.

Because computers are such a vital part of school life, students will be expected to treat the computer hardware, software and internet access with respect. All hardware and software setups, configurations, and class data are to be left as the user found it at the intimal log-on. If any problems arise, users are to notify the Computer Lab instructor, teacher, or principal immediately. If any changes are necessary to the software or hardware configurations, they must be made in the presence of an instructor or principal.

All users are responsible for their own hard drive space and any work that is generated. Additionally, users are also accountable for any email messages received or sent and any email account used at CAES. Computer Lab instructors, teachers, or administrators may request to view students' work or messages to ensure responsible usage of computer software and hardware. As far as possible, confidentiality of work will be maintained. However, if a user is found to be in violation of the guidelines for computer usage, then further actions, such as loss of computer rights for the year, may be taken.

Students are expected to respect all copyright issues regarding software, information, and attributions of authorship. Users who knowingly transfer information or copy from unacknowledged sources may lose computer privileges for the year.

No software or disks are allowed to be brought from home. Students who need to email or use flash drives to transfer work from home to school will be allowed to do so under the supervision of the computer lab instructor, teacher or principal.

Internet usage is a privilege at CAES. Students are expected to conduct themselves with integrity and confidentiality when using this tool. The following usages of the internet will not be permitted at CAES.

1. Providing ANY personal or financial information for themselves or any other person to another party.
2. Accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit or violent materials.
3. Vandalizing, damaging, or disabling the property of another person or organization.
4. Using profane, obscene, offensive, rude, abusive, threating, harassing, racially offensive, or inflammatory language.

I have read, understood and agree to abide by this usage policy for computers at Caldwell Adventist Elementary School. I understand that I am responsible for my actions and generated work while using the computers at CAES.

Student Signature: _____ Date: ____/____/____

Parent/Guardian Signature: _____ Date: ____/____/____