

Hamilton Community School District
Elementary School Acceptable Use Policy (AUP)

The Hamilton Community School District provides the use of computers, Internet access, and other technologies for educational use only. Students and parents are required to read through the AUP and sign the agreement before access will be provided.

The Internet



Follow Directions

You are expected to follow the teacher's directions at all times. Free surfing (searching or navigating to web sites) without teacher guidance is not permitted at any time.



Filters

Sometimes websites will be blocked using our filtering software. You are not allowed to access sites that are blocked. It is possible for a website to slip past the filter. If a website accessed makes you feel uncomfortable or contains inappropriate content, click the "home" button and immediately report the site to your teacher. It is your responsibility to search only for information and images that are appropriate.



Safety Online

You will never type your full name, age, address, or telephone number into the computer without teacher direction. Chat rooms and instant messaging are only allowed with teacher direction. If any online interaction makes you uncomfortable, immediately report it to your teacher or the adult in charge.



Email

Personal email accounts are not to be accessed while at school. Email accounts that have been provided by the teacher are to be used for educational purposes only. Email messages must reflect a positive representation of yourself, your class, and your school and must have your name attached. *(Parents: Please monitor your child's Google account regularly. If you prefer that your child should not have access, please contact your building principal and express your preferences in writing.)*

Plagiarism



When using information from the Internet, all works or ideas must be credited to the author or source. Images may only be used when obtained through legal sources approved by the teacher.

Hardware



Damage

Intentional damage to any computer or hardware (including, but not limited to, hitting, breaking, or writing on it) will not be tolerated. Accidents happen, but malicious damage repair/replacement costs may be the responsibility of the student.



Personal Devices

All personal devices must have the approval of a teacher before using.



Appearance

Adjusting the controls of a school computer (hiding icons, menu bars, toolbars, etc.) is permitted only with teacher guidance.

Gaming



All games must be approved by a teacher and can only be played with permission.

I have read and understand the Hamilton Community Schools Elementary Acceptable Use Policy.

I agree to the terms listed in this AUP.

If I am uncomfortable with any information I see, I will immediately tell the teacher or adult in charge.

Teacher Name: _____

Student Name (please print) _____

Student Signature _____ Date: _____

Parent Name (please print) _____

Parent Signature _____ Date: _____