



Fairland Elementary School

Appropriate Use of Information Technology

Dear Parents/Guardians:

Inquiry is fundamental to the education offered at Fairland where participation in learning is considered of the utmost importance. In this age of technology, the computer plays a central role in the inquiries that go on, day by day, minute by minute, in all subjects and in all classrooms. Providing children access to a range of Information Technology resources is one of the goals of the media program. The benefits of this access are well documented in the media and personally experienced by many of us in our daily routines. Indeed, many parents also observe the benefits as they see their children's knowledge and use of the computer begin to exceed their own.

At Fairland we believe that the benefits to students from access to the resources of the Internet far exceed the disadvantages. However, we are also aware of the problems and issues that arise when children gain access to unsuitable material, either accidentally or deliberately. In addition, we believe that users should be educated to act safely and responsibly while using the Internet. Your children will be taught and expected to remain safe while on the Internet and expected to react to inappropriate sites by immediately turning off the monitor and notifying the nearest adult.

The accompanying Appropriate Use Agreement is our attempt to clarify for students what the expectations are at Fairland for use of the Internet. The media specialist and classroom teacher will share this agreement with the children. An opportunity will be provided for discussion in school about the issues that arise from this agreement. We ask that you also take time to discuss this with your child at home and then please sign and return the slip to school. This slip will show us that you have read the contract, discussed it with your child and that you are in agreement with it. Should you have any questions about the user agreement, please do not hesitate to get in touch with me.

Thank you for your support,

Adell K. Thomas, Media Specialist



Fairland Computer Guidelines and Expectation

All elementary school students in Grades K-5 are asked to take time with their parents to openly discuss, understand, and commit to the following guidelines for acceptable use of technology resources at school. We ask every student and their parents sign this statement of acceptable use and return it to their homeroom teacher.

Network & Internet Policies:

1. The Internet is for educational and research purposes. The following are prohibited while using the internet at school:

- Visiting and participating in chat rooms
- Searching and visiting inappropriate websites (Including non-educational gaming sites)
- Using the Internet without prior adult permission

2. You must use your own User ID to log into the network. Unauthorized access into the network and any form of vandalism could result in loss of privileges.

I agree that I will:

- Turn the monitor off and tell an adult if I see something that is not meant for children.
- Use computers, keyboards, digital cameras, printers, and scanners only with the supervision and permission of an adult.
- Ask for my teacher's permission before printing
- Use all equipment and networks carefully and avoid any damage or change to the computer system or its software.
- Not change, delete, add to, or download any school software.
- Respect the work and files of others and agree not to open, copy, change, delete, or damage files or folders that are not mine.
- Keep my password and login name private and will only use my own account.
- Never give out personal information about myself (full name, address, phone number, and photo) over the Internet.
- Not use instant messaging or chat rooms at school.
- Not subscribe to or sign up for game sites, email programs, or chat rooms without my parent's permission.

The use of computers and other technology tools is a privilege that comes with special responsibilities. If a student does not follow the above guidelines, there will be consequences over a period of time that will restrict that student's use of computers and other equipment at school. If a student repeatedly shows difficulty in being a responsible user, these restrictions will be extended.

Student Expectations

At Fairland, we use a variety of digital technologies and services to support and enhance learning in all grade levels. All students in MCPS have Google email accounts that are used solely for educational purposes and students cannot send or receive outside emails. All emails and Google Apps are closely monitored by staff. Staff is able to “audit” a student’s computer activity if it is suspected that it is being used inappropriately. As an MCPS student, every time you use these resources you agree to use them responsibly and in accordance with our school and county policy.

How can I use technology responsibly? Responsible use of technology means engaging with technology safely, respectfully, and ethically (understanding right from wrong).

Please initial the following statements to acknowledge that you will be a responsible technology user:

_____ I will take steps to protect my personal information.

→ I keep my usernames and passwords private. → I log out of computers and other technology services before leaving a computer or device.

_____ I will respect and take care of the technology I have access to.

→ I do my best to keep the technology in my possession safe and secure. → I don’t make changes to technology equipment or settings.

_____ I will use technology ethically.

→ I do not plagiarize (copy information directly from research sources and use it as my own) → I respect the digital privacy of others. → My use of technology does not put myself or others at risk.

_____ I will use technology for educational purposes only.

→ I access and use information only to complete my school work. → I create or post appropriate digital content to complete my school work. → I avoid online resources that are inappropriate, offensive, or illegal. → If I see inappropriate material online, I report it to an adult immediately.

What happens if I don't use technology responsibly?

☹️ **First warning: Review this signed contract and expectations with the teacher and/or principal**

☹️ **Second warning: Parent conference and loss of computer privileges for a period of time as decided by the teacher and/or principal**

The following are just a few of the examples of inappropriate and prohibited uses of technology that can result in serious consequences:

- ® Letting others use my MCPS account or password
- ® Using someone else's MCPS account or password
- ® Carelessly transporting my technology (potential for being dropped or knocked over)
- ® Making changes to the system settings (background, equipment function, etc.)
- ® Plagiarizing information found through research
- ® Intentionally interfering with other users' computer use
- ® Knowingly accessing or attempting to access inappropriate material
- ® Harassing or intimidating others using technology, also known as "cyberbullying"
- ® Searching and visiting inappropriate web sites (Including non-educational gaming sites)
- ® Using technology without prior teacher permission
- ® Downloading apps without teacher permission
- ® Printing documents without teacher permission
- ® Changing, copying, or deleting files/folders that are not mine
- ® Giving out personal information on the internet
- ® Not reporting inappropriate material to an adult as soon as I see it



Please return this slip to your classroom teacher at school

INFORMATION TECHNOLOGY ACCEPTABLE USE AGREEMENT

For students: The use of computers and other technology tools is a privilege that comes with special responsibilities. If I do not follow the above guidelines, there will be consequences that will restrict my use of technology privileges at school.

For students: I understand the above contract and I agree to behave according to the expectations.
Student Name: (please print your full name)
For parents: I have read and reviewed these expectations with my child and we understand the responsibilities and consequences.
Parent/Guardian Signature:
Parent Name (please print):
Date:
My Homeroom teacher is (please print):