

**Student Name:**

**Grade:**

**Parent(s) and/or Guardian Names:**

**Technology: Acceptable Use Policy - Grades 3 - 6**

Before your child begins using social media and devices as a student at IICS, we are asking that you and your child agree to the terms and conditions below. As a responsible and ethical user of technology, I am committed to the following:

- Before all else, using my MacBook for learning.
- Keeping our shared and personal MacBooks in good working order by walking slowly whilst carrying the closed devices with both hands.
- Treating my devices as valuable and keeping food and water away from them.
- **Using print resources in a responsible manner.** To conserve paper and ink, I will use "print preview" and print documents only once to reduce unnecessary printing.
- Giving credit to sources of information, videos, photos, etc. that I use for educational purposes.
- Never leaving my MacBook alone and when stored, properly connecting chargers.
- Keeping my personal as well as my friend's, classmate's, and family's information private by not sharing it with anyone online or in person.
- Never logging in or posting as anyone other than myself.
- Sharing my username or password with teachers and parents, but never with friends. Permitting IICS staff and my parents to access my school email account, web pages, and other computer based materials upon request.
- Getting permission before posting online any photographs or videos of students or teachers.
- Keeping social interactions online helpful, respectful, and positive both **at school or off campus**, including using appropriate/non-offensive language.
- Treating the online spaces as a classroom space and using appropriate language, pictures, music, videos, etc. on my computer **at school and off campus**.
- Remembering to find the time to turn off my devices and enjoy time with my friends...technology free.
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(Grades 3 - 6)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



If you are interested in learning more about digital citizenship and cyber safety, please check out Common Sense Media at <https://www.commonsensemedia.org/>

**Grade 6 only**

**In cases of student misconduct, IICS reserves the right to inspect computers and electronic media and to carry out appropriate disciplinary action.**

In cases where there are concerns that electronic communications systems and/or technology are being used inappropriately, teachers, school administrators, and parents / guardians may restrict and/or monitor student use. Similarly, student use of the school network is monitored.

Consequences for failure to adhere to the *Acceptable Use Policy* may result in restricted or complete loss of access to technology and the school's networks and may include suspension, expulsion, and/or notification to the appropriate legal authorities. The school may also remove any software from a student's computer that is causing harm to our network or devices.

**Administrative Password**

To provide a transition phase for students to acquire the level of responsibility to manage their own laptops, IICS is requesting that parents *do not share* the administrator password with their child. After the first parent teacher conference, IICS will look at each student to ensure his or her readiness to handle this responsibility.

Grade 6 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade 6 Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_