Lower School Acceptable Use Policy

When using technology, I understand that I must be my best self and make my best choices so that I can stay safe and have a positive experience.

*I agree to be honest. I will:*

• only logon as myself and I will never pretend to be another person or try to get into other people’s private online places.

• give credit when I use something someone else made by citing sources for photos, videos, music, text, and others.

*I agree to be responsible. I will:*

• treat technology equipment with care and respect.

• get my teacher’s permission before doing an activity with technology.

• use only school-appropriate websites with a teacher’s permission.

• use school email for school work only.

• chat online only with TAS lower school students or teacher approved persons for school related projects.

• delete any message from people I do not know without opening them.

• delete messages that ask me to forward the email to others and not forward them.

• ask for adult help when I am confused.

• print with permission.

*I agree to be kind. I will:*

• use school appropriate language at all times when using technology.

• not send or post online offensive, rude, mean or insulting words, pictures, or videos.

• never use technology to hurt, frighten or bully others.

*I agree to be respectful. I will:*

• respect others and not open, copy, change, or delete files or folders that are not mine.

• follow the rules and not allow technology to disrupt my work or the work of my classmates.

• get a person’s permission before I post pictures or information about them on the internet.

• be respectful and thoughtful when making comments on someone else’s work.

• not invite my teachers to any non-school related social network sites, such as Facebook and Twitter.

*I agree to be courageous. I will tell my parents or teachers if:*

• I see a website, email, or comment that makes me feel uncomfortable.

• I met someone online and they ask to meet me in person. I will not arrange to meet that person.

• I see someone using technology inappropriately.

*I agree to be safe. I will:*

• keep my own and my classmates’ personal information private.

• keep my password private. I will only share it with my parents.

• think before I post. I know I have to be careful because what goes online, stays online. It’s never really private.

• always log off accounts and the computer after I use them.

I understand using computers and other technology is a privilege and to keep that privilege, I need to make smart, responsible choices.

Tips for Using Technology at Home

• Discuss guidelines and expectations for digital devices early and frequently. Consider posting them in an easily visible location.

• Use computers and all internet devices in high-traffic areas, not in a child's bedroom.

• Be visible and show interest when your child is using a digital device. Become knowledgeable about the device they are using and the sites they are visiting.

• Have “media curfews” throughout the day, such as at mealtimes and before bedtime.

• Store and charge devices in a public area in your home, not in a child's bedroom.

• Set and enforce time limits on media devices. The American Academy of Pediatrics recommends no more than 1-2 hours a day of entertainment screen time for lower school aged children.

• Establish that all digital devices in the household ultimately belong to the parents. Parents may remove any device that is not being used responsibly.

• Know your child’s passwords.

• Monitor your child’s digital activities and accounts. Talk with your child before you do this and explain why you are doing it. Look for harmful messages, unusual activity, and unfamiliar contacts. Consider using screening or tracking software.

• Be firm about age-appropriate websites, games,   
music, shows and movies. Use online parenting resources such as Common Sense Media to find parental reviews and recommendations.

• If you feel your lower school child needs a cell phone, consider one without a camera or internet access. Save the smart phones for when they are older.

• Talk about privacy. Make sure your child knows that the internet is never fully private and that once something is posted on the internet, it can never truly be deleted.

• Be a silent friend with your child on any age-appropriate social networks your child is registered on. If you see something that concerns you, discuss your concerns privately and in person with your child.

• Coach your child on how funny can end up being mean. Teach them to think carefully before they post or press send.

• Help children understand that online users may not be who they say they are or who they seem to be.

• Encourage your child to talk to you about anything that seems strange or makes them uncomfortable and to tell you if they are asked personal questions or invited to personal meetings.

• Discuss and model honest use of digital files. Teach your child to follow copyright rules and avoid piracy and plagiarism.

Sample Family Media Contract

• I will never give out personal information such as my last name, address, telephone number, or school name to anyone online or by text without my parents’ permission.

• I will limit my daily technology use to the time set by my parents.

• I will respect my parents’ right to keep me safe by monitoring my digital activities and remove any digital device I do not use responsibly.

• I will always be honest, kind, and respectful in all my digital communications.

• I will not play games, watch videos, register for social networks, or visit websites that are inappropriate for me or for those sitting with me (e.g. a friend or family member).

• I will tell a trusted adult if I come across anything that makes me feel hurt, scared, uncomfortable, or confused. I will not respond online or by text without talking to my parents first.

• I will never meet in person with anyone I have first “met” online. If someone suggests we meet, I will tell my parents.

• I will never download anything without permission from my parents first.

• I will respect copyright rules.

Search Engines

With students searching online, parents need to be aware of the problems stemming from naïve and inexperienced search practices. Supervision is recommended for these engines. On most search engines, parents can also go into the preferences and choose ‘safe searching’.

Below are a few recommended student search engines. Please consider creating a shortcut to one of these search engines on your computer’s desktop and teach your child to access the internet through this shortcut.

*• www.kinderstart.com*

*• http://www.kidrex.org/*

*• http://www.kidsclick.org/*

*• http://www.factmonster.com/*

*• http://www.kidzsearch.com/*

*• www.ipl.org/div/kidspace/*

*• http://cybersleuth-kids.com/*