

**Thetford Elementary School**  
**Student Technology Acceptable Use Policy (AUP)**  
*2022-2023*

**This AUP policy assumes all users of TES technology devices or students' personal technology on school property will follow the guidelines below. This policy will be posted publicly, in the library and online.**

**Acceptable Behavior:** Students will use all electronic resources provided by TES for educational purposes only. Non-educational use will result in disciplinary action which will be determined by the severity of any misuse.

- TES has the right to monitor all activity on its electronic network and on school-owned devices.
- TES will not use any webcam monitoring software, however, some device locations can be tracked.

**Privacy: Your network account is for your use only. Do not share your password or allow anyone to use your account.**

**Google Apps for Education:** Google Apps for Education is a collaboration suite of services including email, chat, calendar, sites, documents and other integrated educational tools.

- Students are to use Google Tools for school-related purposes only.
- Google services are monitored both on and off campus.
- Printing documents are with teacher approval.
- ***Students are not permitted to access non-school email while in the building.***
- Students should not send private information using email or other means of electronic communication.

**Internet:**

- TES provides filtered web access throughout the building. This filter is set to block externally categorized inappropriate and malicious sites.
- Students should not divulge personal information of any form on the web.
- Use of the Internet is for educational purposes only. Any non-educational use such as shopping, checking sports scores, listening to music, or watching videos without permission will be considered a violation.
- Internet activity on all devices while on the TES network will be monitored.

**Student iPad Devices:**

- TES has available iPads for K-6th students.
- TES iPad devices are required to be charged every night. At no time should power cords be out of the classroom.
- ***TES is not responsible for misuse, damage, loss or theft of a student's personal technology devices.***
- Devices may not have any non-licensed, file sharing, or malicious software installed.
- The device cannot contain inappropriate material.
- TES personnel reserve the right to inspect any device and its contents for compliance to school policy.
- The administration has the right to confiscate any device if the student is non-compliant with school policy.
- Parents are responsible to monitor their child's home technology use.

**School provided equipment:**

- These devices are expected to remain in good, usable condition.
- Damage, loss, or theft of the device is the responsibility of the student. All devices are the property of TES. If a device is intentionally damaged, the student and their family will be responsible for repair and/or replacement costs.
- School provided devices are not allowed to be marked up or have stickers added.
- School provided devices must be turned in on or before the last day of the school year for yearly maintenance.
- Additional data on these devices must be backed up externally or on Google docs.
- If there is a software issue with the device, it will be re-imaged and all data will be lost.

**By signing below, TES technology users agree to use good judgement and to follow the above guidelines. *I understand that my privilege to use technology may be removed if I use it in an inappropriate manner.***

Student (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher \_\_\_\_\_

**I hereby grant permission for my child to appropriately use TES technology equipment. (Parent(s)/guardian(s) will be notified of any violations):**

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

