

**Rockford Diocese**  
**Acceptable Use Policy Grades K - 1 - 2**

**Purpose**

Holy Family Catholic School has computers linked to the Internet and a school wide network. The use of these resources is for student learning. Holy Family Catholic School has this policy as a guide to behavior that is expected when using these resources. This Acceptable Use Policy:

- Establishes the privilege and reason for using these resources
- Gives direction for acceptable use of the resources
- Encourages fair and just use of the resources
- Provides guidelines for the protection and reliability of the school network
- Tells of punishment for breaking these rules

**Goals for Computer Use**

Technology helps with learning. Holy Family Catholic School shall use technology to prepare the students for life in the digital world by:

- Teaching technology skills
- Using technology to learn
- Encouraging thinking and problem solving skills
- Supporting simple research
- Teaching fair and just use of technology

**Student Responsibilities**

The hardware, software and peripherals provided for the students' use by Holy Family Catholic School is a privilege. It is the student's job to use the equipment correctly. A student experiencing any problem should tell the teacher immediately.

**Policy Rules**

The following rules are for the protection of the individual student and safe use of school equipment. The Rockford Diocese Office of Catholic Education or Holy Family Catholic School may amend, modify or add additional rules and restrictions to this Policy at anytime.

I understand that the computers at school are to be used as the teacher tells me. I agree to follow the rules and be a good computer user.

- I will share the classroom computer but not my password.
- I will stay at the web site that the teacher has assigned when on the Internet.
- I will never tell my name, address or phone number to anyone or any web site on the Internet.
- I will give credit to the rightful owner in my projects for information I find on the Internet.
- I will not use the computer to bully, embarrass or bother anyone.
- I will not type bad words or draw naughty symbols or pictures on the computer.
- I will not try to get into my classmates documents or other files.
- I know that my teachers can see what I am doing on the computer and can look at my saved work.
- I will let my teacher know if any computer rule is not followed.

**Consequences**

Discipline for breaking these rules will be handled by my teacher.

- I understand that if I do not follow the rules of technology, I might lose the right to use the computer
  - I understand that if I misuse the computer or any equipment on purpose, my parents may be asked to pay to fix it.
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Student Name: \_\_\_\_\_

I understand that by using the (Name of School's) computers and equipment, I must follow the above rules. I must obey the rules of good manners and politeness. I understand the consequences for not following the rules of this Policy.

**Parent or Guardian:** We ask that you review this Policy with your child and sign below.

I will instruct my child to use Holy Family Catholic School's technology in accordance with the rules and restrictions as stated above. I will emphasize the importance of personal safety.

As the parent or guardian of \_\_\_\_\_ I have read and reviewed this Policy and release the school, Diocese of Rockford and its personnel from any claims from my child's use of the computer network, including the Internet. I understand that intentional damage to equipment caused by my child will become my responsibility for the cost of repair and or replacement. I give permission for my child to use the school computers and Internet for learning in preparation for life in a digital environment.

**Parent/Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

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