

## Computer & iPad User Policies, Grades 3-5, St. Gerard Majella School 2018-19

### St. Gerard Majella School will do our best to:

- provide you with a computer or other electronic devices, such as an iPad
- connect your device to the Internet
- make sure that you are safe on the Internet
- make sure that a photo of a student with his or her name is not shown online
- give you the opportunity to use technology to be creative and work with others
- give you the opportunity to talk with other students online for educational purposes

### Your responsibilities:

- Always use only your own account and password.
- Never copy or use another person's password or files. Respect other people's work. When working in a group, never change or delete anything unless the group agrees.
- Never put personal information on the Internet, such as an address, password, or phone number.
- Never share movies or photos of students or teachers on the Internet unless you have special permission.
- Use the camera on the laptop, Chromebook, or iPad only with permission.
- Never use a cell phone to call, text, or take photos during school unless given teacher permission.
- Never change the settings or delete apps.
- Ask the teacher's permission before downloading anything from the Internet.
- Always give credit to sources of information and pictures. Never use the device to cheat.
- Remember that files made with school equipment cannot be removed, copied, or changed without special permission.
- Always be respectful and kind when commenting online.
- Tell the teacher if you find something online that makes you feel uncomfortable.
- Never use, or try to find websites that are rude or threatening.
- Use care with school equipment. Never damage it on purpose or by being careless. Tell the teacher right away if any equipment is damaged.

I understand that there are consequences for breaking these rules. These may include losing the privilege to use computers, iPads, or the Internet at school, or even suspension from school.

**I know and understand my responsibilities listed above.**

\_\_\_\_\_  
Print Student-first & last name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print and sign Parent

\_\_\_\_\_  
Date

*Based on SGM School Board Acceptable Use Policy for Electronic Media and SGM School Board Internet and Electronic Communications Conduct Policy. For more information, see [www.cybercrime.gov](http://www.cybercrime.gov).*