

## Acceptable Use Contract

**Overview Statement:** Computers and Technology at CCS will be used only for positive, moral, educational purposes.

**Specific Issues:**

1. I won't use my cell phone, iPod, or other electronic devices to talk, listen, or text during the school day (8:45 am to 3:30 pm). I realize that if I use these devices during school hours, they may be taken away and not given back until a parent comes to school to pick it up.
2. I will use school computers and other technology for academic and classroom activities only, unless I have special permission from the teacher in charge. I will only access sites appropriate for school classes or activities.
3. I will not use technology to transmit, receive, or reproduce material in violation of US, state, or school regulations. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff.
4. I will cite all Internet and print sources used in school projects. I will not use someone else's work and say it is my own.
5. I will not access my personal email (Yahoo mail, Hotmail, Gmail, etc), webpage (Facebook, etc.), or instant messenger accounts at school (Using school computers, my own computer, cell phone, etc.)
6. I will never install or attempt to install software on the school computers. If something starts to install automatically, I will contact the teacher in charge immediately.
7. I will never submit information over the Internet without the permission of the teacher in charge.
8. If I access an inappropriate web site, I will report it to the teacher in charge right away.
9. I will not use a computer unless there is an adult supervising the classroom.
10. I won't type in web addresses unless I have permission from the teacher in charge. Instead, I will use the teacher's links or the Google search box in the browser.
11. I will use appropriate language and refrain from profanity, insulting language, cyber bullying, sexting, etc.
12. I realize that offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
13. I will only use software on school computers that is pre-approved by the teacher.
14. Internet Safety: Calvin Christian School provides filtered access to the Internet on nearly all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:
  - a. I will not give out on personal information such as my full name, phone number, or address.
  - b. I will not give out personal information about someone else.
  - c. I will not correspond or meet with someone through the Internet without the pre-approval of a teacher and my parents.
  - d. I will immediately report any technology use that makes me uncomfortable or violates school policies.
15. I will respect the privacy and dignity of students and teachers at all times and I will not use another user's password.
16. I realize that school staff may access information that I use CCS technology tools to produce, view, or store.

I understand and agree to the provisions and conditions of this contract. Both student and parent must sign and return this form to Calvin Christian School by September 16 to continue using computers at CCS.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

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