Student Technology Acceptable Use

Equipment

- All equipment should be handled with care and respect.
- Never plug in or unplug equipment without permission.
- Don’t change settings on computers or other equipment.
- Ask an adult for permission before printing. We save paper by taking notes, sharing information, writing down web addresses and using cut/paste to collect information.
- If something doesn’t work, tell your teacher. If something breaks, don’t try to fix it. Tell an adult.
- Vandalism. If students damage or change any part of the school’s computers, software, network or wiring it is vandalism.
- Do not touch or change another person’s work.
- Log off computers, leave all equipment in good order for the next person, and follow directions for clean-up.

Internet

- The Internet will be used for school-related research and activities.
- Students are allowed Internet use only under direct teacher supervision. Ask a teacher before using.
- Don’t give out personal information on the Internet like your name, address, telephone number or school name to anyone.
- Be aware! Not all information on the Internet is true, useful, or written for student use.
- Be aware! Know an advertisement when you see one. Don’t be fooled by animated cartoon characters, pop-up windows or trickery, such as offers of free things. Don’t answer these. If you find inappropriate information or pictures on the Internet, get out fast, and tell a teacher right away.
- Students can add information to a school web page if the teacher sets it up or you are given permission.
- Don’t put words, pictures, or sounds on other people’s websites without their permission.

Responsible Use

- Remember anything you do with technology says something about your school and yourself.
- Use school appropriate language.
- Never say mean things to or about others.
- Do not use someone else’s name or password.
- Get permission from your teacher before copying or downloading movies, games, words, pictures or sound from someone else’s Website. Plagiarism means you copy someone else’s ideas from papers, books, CD ROMs, or the Internet and use them as your own. This is illegal.
- After getting permission to use information from the Internet always give credit to the author and include the web site’s address.
- Never give personal information, such as name, age, address or telephone on the Internet.
- Don’t answer email from someone you do not know.
Jim Koenig, Interim Superintendent

- Always tell a teacher if you see someone doing something that breaks these rules.
- If you see or read something on a Website that upsets you, click on “back” and tell your teacher about it.
- Instant messaging and text messaging are never to be used at school.
- Social websites are not to be used unless your teacher tells you to go to the web site.
- Teachers and other adults including your parents can read anything kept on a student computer, the information is not private.
- Cell phones are not to be used during the school day.
- At Alisal Union School District, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education Core Services is a set of education productivity tools from Google. In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”: Google Earth; Google My Maps. At Alisal Union School District, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century and digital citizenship skills. Alisal Union School District students will not be subject to advertising, nor will any personal information be collected by Google about our students as a result of using G Suite for Education.
- Alisal Union School District may contract with an outside service(s) to monitor student usage the G Suite for Education Core Services for the purposes of enforcing District technology use policies, student protection and health. Any service Alisal Union School District works with will conform to all data student privacy laws.