

# Franklin Borough School District

## Computer Acceptable Use Guidelines

### (K-2) \*

As stated in the New Jersey Department of Education Core Curriculum Standards, “All students will be expected to develop skills in the use of information, up-to-date educational technology, and other tools to improve learning, achieve goals, and produce products and presentations. They will learn to develop, locate, summarize, organize, synthesize, and evaluate information. Users will be expected to use technological tools, such as telecommunications networking, for problem-solving, writing, and research.”

The Franklin Borough School District is committed to the goal of having computer facilities used in a responsible, efficient, ethical and legal manner to advance the educational goals of the district. All users must acknowledge their understanding of the general policy as a condition of using the facilities.

Access is a *privilege, not a right*. Access entails responsibility. Computer technology is provided for students and staff to conduct research and communicate with others, understanding that communications on the network are public in nature. Access to computer technology is given to users who agree to act in a considerate and responsible manner, just as they would be expected to act in any school environment.

Parental permission is required for student users. We do not publish any children’s photographs on our web site. Student work is published on the web site using initials only.

The Franklin Borough School District reserves the right to review and update these policies and practices as the need arises.

#### **RULES & RESPONSIBILITIES FOR ELEMENTARY LEVEL (K-2)**

- 1) I will respect and obey the laws and rules that apply to computers and technology.
- 2) I will use computers only for approved educational purposes.
- 3) I will use only appropriate language on computers.
- 4) I will respect the privacy of other users and of myself, by not giving out any personal information about my family, other students or myself.
- 5) I will never harm or destroy computers or harm or destroy the work of another person on our school computer system or any other computer system.
- 6) I will tell the teacher right away if I accidentally come across any information that makes me feel uncomfortable and/or I know is inappropriate. It is not my fault if I get information like that.
- 7) I understand that not following the rules will mean a loss of my computer privileges and possible disciplinary or legal consequences.

\*These guidelines are meant to explain in more elementary language the policy, practice and responsibilities for using computers by younger children. This guideline is a subset of Board of Education Policy #2361 and Regulation #2361R which are the specific and bona fide rules for computer usage. It is found on the web site [www.fboe.org](http://www.fboe.org) or can be reviewed at the school in the office of the superintendent or Board of Education office.

## ***ELEMENTARY (K-2) PARENT AGREEMENT***

Dear Parents,

Your child's teacher will read this document with your child's class and will explain the importance of using district computer resources appropriately. Please review these rules with your child, sign and date the form, and return it to your child's teacher. If you have any questions, please ask your child's teacher.

*I have read and discussed the rules and regulations with my child. I understand that if my child violates these rules, he/she will be subject to certain disciplinary consequences. I understand I am legally and financially responsible for any misuse of the computer resources by my child. I realize that student use of computer technology in an elementary school is for supervised class instruction and school projects. I understand that, as with all school activities, computer use is conducted in a supervised environment. I also understand that it is impossible for the district to control access to all information and resource materials. I will not hold the Franklin Borough School District responsible for controversial materials acquired by my child while using computer technology.*

*I understand these rules and regulations.*

### **PLEASE PRINT**

CHILD'S LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

CHILD'S GRADE \_\_\_\_\_

CHILD'S TEACHER \_\_\_\_\_

(PRINT)

PARENT/GUARDIAN NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOMEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

### **MY CHILD HAS MY PERMISSION TO USE THE DISTRICT'S COMPUTER TECHNOLOGY.**

YES \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

NO \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_