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# COMPUTER ACCEPTABLE USE GUIDELINES for ELEMENTARY STUDENTS – Grades 7 to 9

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1. **I will** use the computer for schoolwork and to learn.
2. **I will** be a good digital citizen when using school computers by:
  - a. Using good manners.
  - b. Using appropriate language.
  - c. Never telling anyone my home address or phone number.
  - d. Never posting my picture on the Internet without permission of my parent(s) and teacher.
  - e. Not looking at or using anyone else's work without permission.
3. **I will** show respect for all hardware and software that I use.
4. **I will not** install any software or knowingly use disks/drives with viruses on any equipment.
5. **I will** use only appropriate language when writing on the computer.
6. **I will** limit my use of the Internet to only appropriate learning activities.
7. **I will not** share personal information about myself or anyone else on the Internet. This includes name, address, phone number, photograph, etc.
8. **I understand** that anyone can read the messages I send from the computer and that work stored on the computer is not private.
9. **I understand** that from time to time the computer or Internet connection may not be working when I plan to use it.
10. **I will** share the computers and the network resources with fellow students.
11. **I will** keep my passwords private.
12. **I will** not use anything from the computer or Internet or send anything over the Internet that belongs to someone else without their permission.
13. **I will** ask for help If I do not know how to use any or part of the computer system.
14. **I will** not be involved in cyber bullying and I will report it to a teacher or my parents if I ever see it.
15. **I will** follow the rules of computer and network use at school even if I bring my own device to school.

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*Agreement to be signed on the back side of this page*

**Please sign and return this page to your school by the end August. Thank you.**

## **COMPUTER ACCEPTABLE USE AGREEMENT**

**I understand these rules and promise to follow them. If I do not follow these rules, I know that I may have my computer privileges restricted or taken away.**

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Name of Student (Please Print)

**I have discussed the terms of the SDEC Computer Use Agreement with my child and my child agrees to follow them.**

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Signature of Parent(s)/Guardian(s)

**I do not agree with the terms of the SDEC Computer Use Agreement and understand that my child will not participate in activities that involve the use of computers or the Internet in the school.**

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Signature of Parent(s)/Guardian(s)

**Please sign where appropriate and RETURN TO THE SCHOOL. Until the signed approval is returned to the school the student will not be able to participate in activities that involve the use of computers (school or personal) in the school.**

***Failure to return the Computer Use Agreement to the school shall be considered as accepted.***

*A complete copy of the Digital Citizenship Curriculum and IT Policies are currently available from your School or our web-site: [www.sahtudec.ca](http://www.sahtudec.ca)*