



## Computer Use Agreement 2008-2009

*I understand that use of computers and the Internet at Ruffing Montessori School is an exceptional educational opportunity and privilege. Therefore, I agree to the following expectations:*

1. I understand that Ruffing computers are available for educational use only. In the absence of teacher approval, I will not
  - access internet chat forums, "Instant Messenger," e-mail, personal sites, such as *MySpace.com*, Face Book or You Tube or any internet site (including game and music sites) unrelated to my school studies;
  - download software from the internet;
  - install programs, including games, brought from home (loading documents related to classroom projects from a flash drive is acceptable), or
  - tamper with Internet security or change the basic system and desktop settings of school computers.
2. To protect my safety and privacy, I will not reveal my home address, phone number or other personal information over the Internet.
3. When in doubt about permitted uses of school computers, e-mail or other Internet tools, I will ask a teacher.
4. I understand that misuse of Ruffing computers may result in suspension of computer privileges and possible additional disciplinary action.

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(Student Signature)

(Student Name, Printed)

(Parent/Guardian)

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(Teacher's Signature)

(Date)

# Acceptable Use Policy

## Academic Year 2008-2009

Computers are used in many exciting ways to enrich the curriculum in the Upper Elementary and Middle School, and in A.H.A. (After Hours Activities). In addition to applications such as keyboarding, word processing, database, spreadsheet, and the use of electronic encyclopedias, and other academic software, students may be exploring global learning opportunities available on the worldwide web. These opportunities might include the use of e-mail.

Teachers closely monitor student computer use, and Internet use will be clearly focused in classroom work. Even so, students and parents need to understand the level of responsibility that computer and Internet use in an educational setting requires. This tremendous communication resource offers us connections all over the world.

Accordingly, each student is expected to use this technology wisely. In order to clearly define our expectations and to present clear consequences in the event of a problem, both students and parents are asked to:

- Read the *Computer Use Agreement* (the reverse side of this sheet);
- Discuss the stated expectations;
- Indicate your understanding and acceptance through your signature; and
- **Return the signed agreement to the appropriate classroom teacher** as soon as possible after school begins.

Only upon receipt of the properly signed *Computer Use Agreement* will the use of computers, e-mail and other Internet tools by your student be allowed for this academic year.