

**GILBERT ELEMENTARY SCHOOL
COMPUTER/INTERNET USE GUIDELINES**

At Gilbert Elementary School, we are pleased that we can offer students access to a high quality network, which includes access to the Internet. Having access to the Internet provides a great deal of opportunity for your student. Students have access to websites tailored for students. The district provides access to subscription website services. While there are many good reasons to be using the Internet in education, there is a darker side to the Internet as well. Gilbert CSD maintains compliance to the Child Internet Protection Act by filtering Internet content. That provides some layer of protection for your student. In addition, staff members provide supervision of computer users. We have computer and Internet rules. Please take time to look these over and discuss with your student. Keep in mind that in the Elementary School, students are NOT allowed to “surf” the Internet.

Internet rules and guidelines are intended to help keep your student, school equipment, and records safe. Because the Internet is ever changing, these rules are not all-inclusive. New concepts are developed and used on the Internet all the time. Therefore, it is important to apply common sense when using the Internet and accessing and sending information with it. By doing that, your student will have no problems with violations while using the Internet, school computers, and the local network. The use of the network is a privilege and may be taken away as a consequence of violations. All the rules and guidelines for computer and Internet usage were developed by the building principal in accordance with the Gilbert School Board policy on Acceptable Use of the Internet.

If you have any questions about filtering or how we monitor computer and Internet use at school, please contact the building principal at 232-3744.

It is the intention of the Elementary School staff that technologies are to be used for educational purposes only.

Students will be expected to abide by the following network rules:

- Abide by all copyright laws/intellectual property rights of others
 - In regards to music, games, pictures, or movies
 - Remember that copying and pasting is plagiarism and will not be tolerated
 - Always cite sources
- Practice principles of good digital citizenship
 - Follow acceptable behavior as outlined in the student handbook in regards to accessing, copying, or creating material
 - Communicating in ways that are kind and respectful
 - Report threatening or inappropriate materials to the teacher
 - Use school resources in ways that do not violate rules as outlined in the handbook
 - Using school technology to harass and/or bully is NEVER acceptable
- Respect, protect and conserve materials provided to you by the taxpayers
 - Take proper care of computers and hardware
 - Observe network security practices as posted
 - Computer use for school related work only
 - Report violations to a teacher, media specialist, or staff member
 - Share resources with other network users
 - Use only accounts that belong to you
 - Avoid trespassing into unauthorized areas
 - Keep private information about yourself or others, private
 - Leave technology as you found it, personalizing settings is not acceptable

The consequences for violating these guidelines are:

1 st offense	warning
2 nd offense	28 days suspended from using school technology
3 rd offense	90 days suspended from using school technology
4 th offense	Full calendar year suspended from using school technology

While suspended from using school technology, the student may be able to use technology in technology class with direct teacher supervision. If behavior is still a problem, the student may be dropped from the class.

Steps may be skipped depending on the severity of the offense.