West Lyon Elementary (Grades TK-3)
Acceptable Use Policy

1. Acceptable Use
At school, use of iPads and the Internet is for education only. Students may conduct research, learn, and communicate with others. All students agree to follow the rules of appropriate behavior:

- Students may not copy material and say that they wrote it.
- Students will visit only Internet sites suitable for children and for educational purposes and only as directed by teachers.
- Students will not take videos, photos, or audio recordings of any classmates or staff without permission from that person. The camera will only be used as a part of a project assigned by a teacher.
- Email is to be used for school purposes only. Student to student use unless directly related to a school issued assignment or project is not allowed.
- AirDrop is to be used for school purposes only. Student to student use unless directly related to a school issued assignment or project is not allowed.

2. Privileges
The use of school iPads is a privilege. The teachers and principal decide when students may use iPads or the Internet. If a student uses an iPad or the Internet in ways that are not appropriate, he or she may have privileges taken away. Also, remember that iPad files are not private. School and system administrators may see your work.

3. Etiquette
Students will follow rules for appropriate behavior. Some (but not all) of those rules are listed below:·

- Be polite when writing.
- Use appropriate language.
- Students may use iPads for research, but must identify where information is found.
- Do not share account or password information with others, and do not try to log on as someone else.
- Do not try to see the folders, work, or files of others.

4. Online Safety
Please follow these rules about online safety:·

- Do not give your phone number, address, or passwords to anyone over the Internet.
- Notify an adult immediately if you find information on the iPad that makes you uncomfortable or nervous.

5. Truthfulness
The West Lyon Community School District is not responsible for the truth or the quality of the information found on the Internet.

6. Privacy
Your information and records of what you viewed, received and saved are not private. Teachers and technical staff may review files to be sure everyone is using iPads responsibly.

7. Security
Security on any iPad system is important. If a student knows of any times when these rules are broken, he/she must tell a teacher or principal. School personnel are in charge of Internet access. Students will not connect to the Internet unless directed to do so under the supervision of a teacher. Do not tell anyone else your password and do not log in as anyone else.

8. Filtering

West Lyon uses network software to filter or block material harmful to children, as required by the Children's Internet Protection Act. Students should not attempt to get around filters.

9. Vandalism

Any vandalism will result in the loss of privilege to use the Internet, and/or the iPads, themselves. Vandalism includes but is not limited to:·

- physical damage to the iPads
- damage to files that belong to others
- changing any iPad settings or software
- any attempts to bypass security settings

10. Google Account

Each student will be issued a Google school account that will be used to access Google Drive. Google Drive will be used in the instruction of students to create word documents, spreadsheets, and presentations.

11. Take Home

In the event that the iPad is taken home, it will be for your child to continue their learning during a school closure. We will also send home what is needed for charging the iPad. All items need to be returned to school when classes resume or fines will be assessed. The iPads are not being sent home as entertainment, but as a way to still continue to connect with their classroom and learn. Please monitor your child at home while they are using the school device.

12. Consequences

Violations of any of these rules may result in the loss of access. There may also be disciplinary actions that your teacher or school principal determine are appropriate consequences to violating the Acceptable Use rules.

Student/Parent iPad Responsible Use Contract

I have read and understand the information contained in this document and agree to abide by the rules set forth in this document.

_____ _____

Child's Name Parent/Guardian Name

_____ _____

Grade Parent/Guardian Signature

_____

Date