

GREENFIELD MIDDLE SCHOOL TECHNOLOGY ACCEPTABLE USE GUIDELINES

Dear Students:

You must agree to follow all **Eight Rules for Acceptable Technology Use** at our school in order to use computers and other technology. Please read and sign this form indicating that you agree.

Sincerely,

Mr. Tashjian, Principal

Rule 1: I will be careful when I use:	Please circle YES or NO.	
A desktop, laptop computer, Chromebook, or iPad/iPod	YES	NO
A SMART Board.	YES	NO
A printer, a camera or a projector	YES	NO
Headphones or microphones	YES	NO
Rule 2: I will try my best not to open or distribute virus-infected files or programs.	YES	NO
Rule 3: I will always be respectful to others when I use any school technology equipment. Using a computer to hurt or make fun of others can be considered to be cyberbullying.	YES	NO
Rule 4: I will go only to Web sites my teacher instructs me to visit.	YES	NO
Rule 5: I will tell my teacher or an adult if I see anything on the computer that makes me feel bad or uncomfortable.	YES	NO
Rule 6: I will NEVER share my name, address, phone number, or picture on the computer.	YES	NO
Rule 7: I will not plagiarize. If I use text, pictures, video, and audio resources created by others, I will always give the author credit.	YES	NO
Rule 8: Any cell phone in school should be off and out of sight during school hours.	YES	NO

For more information on the Acceptable Use Policy, visit
<http://www.gpsk12.org/sites/default/files/policymanual/I/IJNDB.pdf>

Student Agreement:

I agree to follow all **Eight Rules for Acceptable Technology Use**. I understand that not following these rules may mean that I am not allowed to use school technology equipment and possible school consequences.

Student Name

Student Signature

Date

Dear Parents:

We have **Eight Rules for Acceptable Technology Use** at the Middle School. Teachers carefully demonstrate acceptable technology behavior every day. We supervise students who work on computers to complete class assignments and access the Internet. Our students must agree to follow these rules.

In Grades 4, 5, 6 & 7, each student will:

- Have an individual username and password,
- Use computers for keyboarding, word processing, math enrichment, reading practice, science investigations, geography explorations, and more, and
- Conduct school-related research during directly supervised instruction.

Our schools utilize Internet “filtering, blocking, and monitoring” tools to restrict access to inappropriate and non-educational Web sites. This filtering ensures compliance with the Children's Internet Protection Act (CIPA). Additionally, teachers and staff supervise students while they are online. On a worldwide network, it is impossible to control all materials, and there is no absolute guarantee that a student may not discover inappropriate content. We address this immediately (See Rules 5 & 6 above).

As parent/guardian of the below noted student, I have read the information concerning technology use in the Greenfield Public Schools. I understand that my child will use computers for educational purposes in a supervised environment. I know the District has taken precautions to eliminate controversial Web content. I understand that rules and consequences are in place for appropriate technology use and Internet access. I will discuss these rules and consequences with my child and know that my child's teacher will also review them.

In addition, Greenfield Middle School students will be working with **Google Apps for Education** (GAFE). Access to GAFE tools is entirely online and available 24/7 from any Internet-connected device. Applications include:

- Google Drive for storage;
- Google Apps for word processing, spreadsheets, and electronic slideshows; and
- Google email (Gmail).

To receive a Greenfield Public Schools (GPS) GAFE login and email account, Greenfield Public Schools (GPS) require parent/guardian permission. By signing below, you also allow your child to participate in this program.

I understand the student guidelines for technology use in school AND agree to give my child permission to have access to GAFE tools.

If I have any questions or concerns about technology use, I know I can contact my child’s teacher.

Student’s Printed Name: _____

Parent/Guardian Printed Name: _____ **Phone:** _____

Parent/Guardian Signature: _____

Date: _____

School: _____ **Teacher** _____ **Grade:** _____

Please sign and return this document to the main office or to your child’s teacher.