

APPROPRIATE INTERNET USAGE

DRAW Academy's board of Directors meet and discuss this policy periodically. This policy has been reviewed and approved at the August 7th 2017

Student:

After I read these pages carefully, and after my mother or father signs the second sheet, I will be allowed to use a computer at DRAW Academy to look at the Internet and send messages to people around the world. But I also know that if I do not use the Internet in an appropriate way, my teacher or Principal will deny me the right to use the Internet again at school.

COMPUTER USAGE:

Students must not engage in activities designed for the specific purpose of bypassing the security systems. Anything that disrupts the function of the computer system (s) will result in disciplinary action. Students may not have in their possession any item which can be used for the purpose of bypassing computer security.

The Law: The U.S. Government and the State of Texas have established laws governing the use of computers (see board policy correlates). Students should never use the computers to engage in activities which may be in violation of either federal or state law.

Any use of DRAW Academy computers must be used for school purpose only.

These are guidelines to prevent the loss of computers privileges at DRAW Academy.

1. Do not use a computer to harm other people or their work.
2. Do not use the computer to access any social media, unless related to a school activity expressly authorized by the teacher.
3. Appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, must follow appropriate language and behavior as outlined in DRAW Academy's Student Code of Conduct.
4. While interacting with others in the computer, students must follow bullying awareness and appropriate responses as outlined in the DRAW Academy's Student Code of Conduct similar to appropriate interactions when in person and/or in the classroom.
5. Do not damage/deface the computer system and/or any other technology equipment and/or the network in any way.
6. Do not interfere with the operation of the network or any workstation by installing or loading software, share or freeware.
7. Do not violate copyright laws or licenses agreements. Do not bring or use disks from home.
8. Do not view, send or display offensive materials.
9. Do not share your password with another person.
10. Do not waste limited resources such as disk space or printing capacity.
11. Do not trespass in another user's folders, work, or files.
12. Do notify and adult immediately if you encounter materials which violate the rules of appropriate use.
13. Students must use school Z: and S: network drives only.
14. I will not provide credit card or other financial information or conducting financial transactions over the Internet.
15. I will be ethical and courteous, I will not send hate, harassing, or obscene mail, discriminatory remarks or demonstrate other antisocial behaviors.
16. I will not use the Internet for any illegal activities, illegal activities include, but are not limited to: libel, unauthorized entry into computers, or deliberate vandalism or destruction of computer files.
17. I understand that impersonation and anonymity are not permitted. I must take responsibility for my actions and words.
18. I understand that inappropriate Internet searches are violation of this contract, as is use of personal email, instant messaging, Myspace, Facebook, Instagram, Snapchat or any social networking websites that have not been school approved.

19. The students' parents or guardian is responsible for supervising and monitoring all computers usage that occurs outside the DRAW Network.

INTERNET USAGE:

I will read the rules for using the Internet that are given below and will ask an adult at my school if I do not understand what any of them mean.

- I will be polite to other people when writing to them (or talking with them) while I am on the Internet. I will not use curse words or any language that my teacher or parent would not want me to use in my classroom.
- I will never give my name, my home address, any personal information about me or my family, or my telephone number to anyone I write to or talk with on the Internet. I know that almost anyone I contact is a stranger to me, and that I don't share personal information with strangers no matter how nice they seem to be.
- I know that my teacher and my Principal want me to use the Internet to learn more about the subjects I am studying in my classroom. I will not use the Internet for any other reason. For example, I will not search for a comic book site when I am supposed to be looking for information in science.
- Because the people I write to or talk with on the Internet cannot see me, they will not know what I look like or even how old I am. When I am on the Internet, I promise never tell people that I am someone else. And I will never send them personal information, such as a picture or my name, by using an envelope and stamp.
- I understand that sometime I may see a site on the Internet that has pictures or words that my teacher or parents would not want me to see. I will not try to find those sites and, if I come across one of them by accident, I will leave it as soon as I can. For example, suppose I am searching for a type of animal and find a picture that only adults should see. I quickly use my forward or backward keys to take me to another site. I will not continue to look at the site with the bad picture and will not show it to others around me. I also will not print it out or save the picture.
- I agree that I cannot use the words or pictures I see on an Internet site without giving credit to the person who owns the site. For example, I will not copy information from the Internet and hand it in to my teacher as my own work.
- I may be given a password, a special word that only I know. I may have to use this password to sign onto a computer or to send mail over the Internet. I know that I must never tell a friend what that password is. My password should be known only by me. And I know that I should never use a password for myself if that password belongs to someone else. For example, John asks me to loan him my password so he can send someone an e-mail message. John cannot remember what password he was given. I would not loan my password to him and would never as to use his.

BE PREPARED to be held accountable for your actions and for the loss of privileges and/or other disciplinary action(s) if the Rules of Appropriate Use are violated. This may include suspension, expulsion, expulsion from DRAW Academy, or referral to appropriate local, state, or federal authorities.

Because of the ever changing nature of technology, not all possible violations can be covered in this policy. Nevertheless, DRAW Academy is ready to take immediate action when individuals violate system integrity, The Honor Code, Student Code of Conduct, or the rights of members of this community.

Students Agreement

I have read the information that is written above. If I did not understand the meaning of part of it, I have already asked an adult to explain it to me. I agree to follow these rules at all times when I use the Internet at school.

Signature: _____

Date: _____

Parent or Guardian

My son or daughter, who has signed above, understand the rules that he or she must follow in using the Internet at school. I have talked to him or her to make sure that those rules are understood. I realize that teachers and other school officials will try their best to provide only educationally sound material from the Internet to my child and that, should

objectionable pictures or information appear by accident, they will take immediate action to correct that situation. I gave my permission to DRAW Academy for my son or daughter to use the Internet while on school property.

Signature: _____

Date: _____