



HARMONY HILLS ELEMENTARY SCHOOL 2016-2017



Acceptable Use Policy

Guidelines for Safe and Acceptable Use of Devices and Internet:

- Always ask permission to use a device and go on the internet.
- Use school accounts only for educational purposes and go on sites that that you have permission to access.
- Do not give out any personal information such as my address, phone number, full name, etc. especially without teacher or parent permission.
- Monitor everything you post and make sure it is something that could be said to your parents or yelled across the playground.
- Communicate with only those people who you have permission to do so (for example, classmates, teachers).
- Be courteous and polite in any interactions with others online or when posting online.
- Refrain from cyberbullying and report any signs of cyberbullying that are seen online or heard about to my teacher and/or parent.
- Treat others online the way you would want to be treated online.
- Respect copyright laws. Reproduce information using your own words, and give credit for any quotations used.
- Give credit to sources when using pictures from the internet.
- Use the devices safely and report any damage to the teacher.
- Understand that everyone leaves a digital footprint that cannot be erased, and each person must work to keep theirs positive.

I acknowledge that it is my responsibility to follow all guidelines for the Safe and Acceptable Use of Devices and the Internet. I understand that it is also my responsibility to act as a responsible Digital Citizen and use the internet in positive ways to help my education. I understand that MCPS also has an Acceptable Use Policy, for which I need to follow all guidelines as well. I also understand that should I not follow these guidelines, there will be consequences based on the action, such as, but not limited to, loss of use of technology in school.

Student Name _____

Student Signature _____

Date _____

Parent Name _____

Parent Signature _____

Date _____