

Last name _____ First name _____

Student ID number _____ Grade _____ Homeroom Teacher _____

ACSD Digital Resources Acceptable Use Policy 2010 – 2011 School Year

The following guidelines for digital citizenship apply for all students in grades 3-12:

- **District digital resources (including computers, networks, and peripheral devices) may be used for class work and for school-related activities only.**
- Keep your password private. Students should access only their personal server account.
- Inappropriate use includes but is not limited to online chatting, shopping, social networking sites (myspace.com, facebook.com, etc.), games, youtube.com, viewing of inappropriate material, bypassing school filters, downloading and installation of software, and harming the District's digital resources in any way.
- Email may be accessed only if it is related to class work or school-related activities. ***You must ask permission of a supervisor before using email.***
- For students' safety, the computers in the media center are remotely monitored.

Students who do not comply with the above rules should expect to lose computer privileges for one week for their first offense. A second offense may result in the loss of computer privileges for the remainder of the school year ***AND students taking a computer-based class may be dropped from the course if applicable.*** Depending on the severity of the infraction, other consequences may apply.

Ames Community School District School Board Policy INI addresses the topic "Use of Digital Resources and Computer Networks." Use of District technology and technology resources must be consistent with the educational objectives of ACSD and the guidelines as presented below.

Under the subheading "Individual" are found the following statements:

Everyone using Ames Community School District information technology resources is responsible for:

- (1) being ethical and respectful of the rights of others and of the diversity of the communities, including the rights to privacy and all other legal requirements and restrictions regarding access to and use of information;
- (2) refraining from any illegal and improper intrusions into the accounts of others and/or into any District information technology resources and systems;
- (3) taking all reasonable steps to ensure the accuracy and the security of the information that he/she compiles or provides;
- (4) refraining from acts that waste resources and prevent others from having broad access to Ames Community School District resources; and
- (5) recognizing and honoring the intellectual property rights of others, making citations as appropriate.

Student signature _____ Date _____

Parent/guardian signature _____ Date _____