American School of Warsaw
Technology Responsible Use Policy (RUP)
Elementary School
2015-16

Statement of Purpose

Information technology (including hardware, software, and online resources) at the American School of Warsaw (ASW) is intended to be used as an educational tool to support the instructional program and further enhance student learning. Students at ASW are to use technology in a RESPONSIBLE, RESPECTFUL, and SAFE manner in accordance with the school mission, core values, and code of conduct. Part of the technology program at ASW is to teach, promote, and reinforce proper use of technology. It is expected that all students will be responsible users of technology at all times on campus and at home.

Terms of Agreement

Using technology Responsibly, Respectfully, and Safely is very important. As a responsible user, I agree to be:

Responsible
- Take proper care of school equipment at all times.
- Carry the laptop in the closed position.
- Put away school equipment properly and securely.
- Use technology for school work only and use programs and online resources that the teacher asks me to.
- Tell a teacher or other adult if there is a problem with my computer or charger.
- Make sure my laptop is in its protective case when traveling to/from school and bring my laptop to school fully charged each morning (Grade 5).
- Make sure my power cord is wrapped properly when transporting it to and from school (Grade 5).
- Back-up all the data on my laptop on a regular basis (Grade 5).

Respectful
- Use only equipment or accounts that are assigned to me.
- When using technology to work on a project with classmates, discuss and agree on any changes made to the work.
- Follow copyright laws and remember that everything on the internet belongs to someone.
- Print only with a teacher's permission to save resources.
- Send or display only appropriate messages, pictures, music, or any other media.
- Use language appropriate to the classroom at ASW when communicating in an online environment.
- Use technology as a learning tool and never as a way to hurt, frighten, bully, or disrespect anyone.

Safe
- Keep my password private (only share with parents and teacher) and do not use anyone else's password.
- Protect my personal information such as full name, home address, and phone number.
- Speak with an adult I trust if I receive a message that is inappropriate or makes me feel uncomfortable.

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Consequences

If a student fails to follow the RUP, disciplinary actions will be taken. Classroom teachers will immediately handle incidents of a less serious nature. More serious incidents will be referred to the Principal and handled at the discretion of the Principal. Consequences will be appropriate to the incident and prior behavior of the student.

Student Name _____   Parent Name _____

Student Signature _____   Parent Signature _____

Date Signed _____   Date Signed _____