

Guide to Using Technology at the Meadowbrook School for Preschool and Pre-K

WHAT IS THE AUP?

AUP are three letters that mean Acceptable Use Policy. This is a grown-up phrase. It means a list of rules that we follow when we use devices at school. Devices include computers, kindles, i-Pads, robots, cell phones, printers, or Chromebooks. You and your parents will read these rules together. Then you will know the rules.

The AUP is a contract. That means that you and your parents must sign it or write your name on it. When you sign your name to the contract it means that you agree to follow the rules when you use devices at school or to access Meadowbrook Virtual from anywhere.

WHY DOES MY SCHOOL HAVE AN AUP?

Many children and adults use school devices. We need to make sure that everyone is happy and safe while working on the devices. We need to take care of our devices too so we need rules to follow.

WHY DO I HAVE TO BE VERY CAREFUL TO FOLLOW THE RULES?

Using devices and going on the internet in school are privileges. That means that my school trusts me to follow the rules. I show that I can be trusted by how I behave when I am using a device.

WHAT HAPPENS IF A STUDENT DOES NOT FOLLOW THE RULES IN THE AUP?

You can lose your device privileges in school. There may also be additional disciplinary action. You need to tell a teacher if you see someone who breaks the rules in the AUP.

Acceptable Use Policy for Preschool and Pre-K

1. **I will treat other people nicely.** I will not write mean things about another person on a device. I will not be a bully. I will not make fun of anyone. I will tell a teacher if I know someone in my class is being mean to someone else when they are on a device.
2. **I will use the internet properly.** I will tell a grown-up if I see any bad words or see any bad pictures on a device.
3. **I will take care of the devices I use in school.** I will not change anything on the device without a teacher's permission. I will not download any apps, software, music, or videos on to a device without a teacher's permission. I will not hurt any part of the device on purpose. I will not write on the devices with pencil, pen, or markers. I will make sure my hands are clean before I touch a keyboard, mouse, or device. I do not want to spread germs. I will inform a teacher if a device is not functioning correctly. I will not try to fix it myself.

- 4. I understand that while using zoom everything in the background is visible to others on the call and room audio is shared when not on mute. I will not record a zoom call without the knowledge of everyone on the call.**

Student: I understand and will obey the rules of the Meadowbrook School Acceptable Use Policy. I will use Meadowbrook School technology resources and the Meadowbrook Virtual platform responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of technology privileges and/or other disciplinary actions.

Student's Signature _____

Parent or Guardian: As a parent or guardian I have read the Meadowbrook Acceptable Use Policy and I have discussed it with my child. I understand that device access is provided for educational purposes in keeping with the academic goals of the Meadowbrook School. I recognize that it is impossible for the Meadowbrook School to restrict access to all inappropriate materials and I will not hold the school responsible for materials acquired on the school network. I understand that children's device activities at home should be supervised. I hereby give permission for my child to use technology resources at the Meadowbrook School.

Parent or Guardian's Name _____

Parent or Guardian's Signature _____

Date _____

(Adapted from the Boston Public School Acceptable Use Policy)