

Guide to Using Technology at the Meadowbrook School for Grades K-6

WHAT IS THE AUP?

AUP stands for **A**cceptable **U**se **P**olicy. It means that you agree to only do “acceptable” things when you are using devices and the internet at the Meadowbrook School. Devices include computers, printers, kindles, i-Pads, robots, cell phones, or Chromebooks. The AUP tells you and your parents what is “acceptable.” The AUP is a contract that you and your parents must sign to be allowed to use devices and the internet at Meadowbrook or Meadowbrook Virtual from anywhere.

WHY DOES MY SCHOOL HAVE AN AUP?

Many people use school devices and network. We need to make sure that everyone feels comfortable and safe while using the network. We need to take care of our devices so they are in working order for everyone.

WHY DO I HAVE TO BE RESPONSIBLE FOR WHAT I DO ON THE MEADOWBROOK SCHOOL NETWORK?

Using the internet at school is a privilege, not a right. The Meadowbrook School’s network, webpages and e-mail accounts are NOT private. The Meadowbrook Staff and network administrator are able to monitor everything you do on the school devices and school accounts. This means someone can read what you write and see the web pages that you visit. THINK—before you do anything online that you would not want your teachers or parents to see.

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

The Meadowbrook School has consequences or punishments for students who use the internet or devices in unacceptable ways. Just like when someone breaks a classroom rule, there are consequences if you don’t follow the rules in the AUP. You need to report to a teacher or another adult anything you see online that does not follow the rules listed in the AUP. If you do not follow this policy, you can lose your device privileges in school. There may also be additional disciplinary action. If a student breaks a law, the police may be involved.

Acceptable Use Policy for Grades K-6

1. **I AM RESPONSIBLE FOR MY COMPUTER ACCOUNTS AND GOOGLE ACCOUNT.** I will not give my passwords to anyone. I will log off from my account when I am finished. If I see another person’s work on a device screen, I will tell a teacher. I will wait to use the device until the teacher has removed the material.
2. **I AM RESPONSIBLE FOR MY LANGUAGE.** I will only use language on the internet and in my school e-mail that I would use in the classroom with my teacher. I will not use bad words when I use a device.
3. **I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will not write anything mean or harmful to another person. I will not be a bully or make fun of anyone. I will not “stalk” any person online or by text message. I will tell a teacher if I see anything hurtful to another student online.
4. **I AM RESPONSIBLE FOR MY USE OF THE MEADOWBROOK SCHOOL’S NETWORK.** I will not look for web pages with pictures, words, or sounds that are not appropriate in school. I will not download any files, including music or video files, unless a teacher gives me permission.
5. **I AM A RESPONSIBLE MEMBER OF SCHOOL WHEN I AM ONLINE.** I will not write anything or post pictures or videos that are hurtful or embarrassing to anyone on any website.

6. I WILL BE HONEST ABOUT WHO I AM ONLINE. I will not pretend to be anyone else online. I will not send e-mail, create an account, or post any words, pictures, sounds, or videos using someone else's name. I will not use another person's login name or password.
7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE MEADOWBROOK SCHOOL'S NETWORK. I will not try to change security settings or install any software on school computers without permission. I will not use a phone, personal laptop, or any electronic device in school without a teacher's permission. I will not use a flash drive without a teacher's permission.
8. I AM RESPONSIBLE FOR PROTECTING MEADOWBROOK PROPERTY. I will not break or destroy any device or computer equipment on purpose. I will not move any device or equipment without permission.
9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE. I will not plagiarize. When I use information from a website, I need to let people know where I got the information. I will cite my sources. I will obey copyright laws and will not download words, pictures, videos, or music that belongs to someone else. I will not submit AI generated work as my own.
10. I AM RESPONSIBLE FOR FOLLOWING RULES IF I PUBLISH ANYTHING ONLINE. I will not publish any material on a website, wiki, blog, podcast, or discussion group without permission. I understand that it is not safe to post any personal information online about myself. Personal information includes last name, address, phone number, password, family names, school name, and pictures.
11. I UNDERSTAND THAT WHILE USING ZOOM EVERYTHING IN THE BACKGROUND IS VISIBLE TO THE OTHERS ON THE CALL AND ROOM AUDIO WILL BE 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 responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or harmful. I understand that consequences of my actions could include possible loss of technology privileges and/or other disciplinary actions. I understand that I cannot use AI technologies to help with my school work without teacher permission.

Student's Signature _____

Parent or Guardian: As a parent or guardian I have read the Meadowbrook AUP 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 and that student use for any other purpose is inappropriate. 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 as they can affect the academic environment at school. I, hereby, give permission for my child to use technology resources at the Meadowbrook School and to complete school work online as needed.

I give permission for The Meadowbrook School to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the G Suite for Education Notice to Parents and Guardians notice. **The G-Suite account is not private.** I also acknowledge that I received the G Suite for Education notice.

Parent or Guardian's Name _____

Parent or Guardian's Signature _____

Date _____