

## Acceptable Use Policy for Technology at VAES

Technology is a vital educational priority at the Village Adventist Elementary School (VAES). We strive to produce 21st Century learners, so we value the use of electronic devices in the building for **educational uses**.

VAES is pleased to offer our students access to computers, electronic devices and a computer network. To gain access to our computers/devices and/or computer network, the parent/legal guardian and the student need to sign this form and return it to the school.

VAES computers/devices are for educational purposes only. Since the computers and computer network is provided for students to participate in classwork and enrichment activities, conduct research and communicate with others, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege—not a right, and entails responsibility. This privilege may be revoked at any time by VAES teachers, staff members, and administration. VAES staff may review files and communications to maintain system integrity and ensure that students are using the system responsibly.

Students will adhere to Christian principles and will:

- comply with all classroom rules regarding the computers
- be responsible and courteous in all communications
- be responsible with all computer hardware and software
- keep their passwords to themselves
- respect the confidentiality of folders, work and files of others
- learn about and observe copyright laws
- comply with the Michigan Conference Acceptable Use Policy
- not attempt to access or alter unauthorized areas of our computer system

Any activity not in compliance with these rules may result in the loss of access as well as other disciplinary or legal action.

Students in grades 5–8 are allowed to bring personal devices to school for educational use, such as iPads, iPods/Touches, and lap top computers. Cell phone are also allowed. Devices that are primarily for gaming are not allowed (ie: Nintendo, Game Boy). Please see attached rules for device use.

Students in grades PK–4 have access to school owned computers and devices during teacher directed times. Due to their age and developmental stage, students in grades PK–4 will only be allowed to use school owned electronics. Please do not allow PK–4th grade students to bring personal devices to school, including cell phones.

**Students and families accept the risks associated with bringing personal devices to school. VAES is not responsible for damage, loss, or theft of any personal device brought to school by students. Sharing music or games is strongly discouraged.**

The Internet is a powerful resource for expanding the educational experience of a student. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards. Unfortunately, it is also true that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive. VAES takes reasonable measures to ensure safety for internet use through filtering and teacher supervision. We believe that the benefits to students in the form of information resources and opportunities for collaboration exceed the disadvantages and therefore choose to make the Internet available to our students. Because parents and guardians are ultimately responsible for setting and conveying the standards that their children follow when using media and information sources, however, we respect each family's right to decide whether or not to accept use.

While a student has access to the Internet, they:

- are to use it only for educational purposes (no social networking sites)
- will not view or participate in anything that is illegal, dangerous, offensive or opposed to the Christian values of this school.
- will not reveal home addresses or phone numbers – theirs or anyone else's
- will not use the Internet to harass, cyber bully or offend anyone else.  
will not accept emails, IM messages or open files, pictures or texts from unknown source.

If students accidentally come across something that is illegal, dangerous or offensive, they are to clear any offensive pictures or information from their screen and immediately, quietly, inform their teacher.

Internet access in grades K–4 will be limited. When it is accessed, it will be done with specific tasks in mind and/or web sites to visit. Students in grades 5–8 will access the internet in directed educational tasks as well.

## **Device Violation Procedures**

The first violation of any device rule or acceptable use policy regulation will result in the device being turned over to the teacher, VAES staff member, or principal. Parents may be notified and asked to pick the device up.

A second violation will also result in the device being turned over to the teacher, VAES staff, or principal. Parents may be notified to pick up the device and the device will not be allowed at school for 2 weeks.

A third violation may result in the student not being allowed to have the device at school permanently.

\*see attached list of device rules

## Student Agreement

I have read and understand the VAES Acceptable Use Policy and agree to abide by it's rules.

I understand that if the VAES decides that I have broken these rules, appropriate action will be taken. Any activity not in compliance with these rules may result in the loss of access as well as other disciplinary or legal action.

**I understand that this agreement will stay in effect for as long as I am a student at VAES.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Parent or Guardian**

I have read and understand the VAES Acceptable Use Policy.

I believe my child understands this responsibility, and I hereby give my permission for him/her to access the computers/devices, and computer network, which includes the internet access as detailed above, under the school's rules. I understand that students breaking these rules will be subject to appropriate action by the VAES and that any activity not in compliance with these rules may result in a loss of access as well as other disciplinary or legal action. I also understand that my 5th-8th grade student may bring personal electronic devices as described in this document to VAES for educational uses. **VAES is not responsible for damage, loss, or theft of personal devices.**

**I understand that this agreement will stay in effect for as long as my child is a student at VAES.**

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Computer/Device Rules**

- Computer/devices are only used during teacher designated times
- Student devices are not allowed in the gymnasium or on the playground, including lunch time (extended supervisors may allow use in the gym)
- Devices must be silenced when not in use
- No device is ever allowed in the restrooms for privacy reasons. This includes cell phones. Violation of this rule will result in loss of device usage.
- games on devices that are not educational may not be used
- any program/game used at school must be rated E for Everyone and be conducive to Christian principles
- be sure your teacher knows if you are online
- no taking pictures without teacher approval
- never post a picture or a video online without permission (minors can not give permission, only a parent/guardian can)
- headphones are to be used at teacher's discretion only
- Use your device to LEARN!