



Monument Academy

Elementary School Acceptable Use Policy



Student Name: _____ **Grade** _____ **Date** _____

- o I will be very careful with my school technology tools.
- o I will be a good digital citizen and follow the rules for online safety.
- o I will not damage or change hardware, software, settings, or the network.
- o I will use the tech tools, the Internet and Google Drive for schoolwork only.
- o I will only use programs, databases, applications and websites that are approved by my teacher.
- o I will give credit and cite my sources, to use my own words, and will not plagiarize.
- o I will never take a picture or record video or audio while in school unless I have my teacher's permission.
- o I will not share my passwords with anyone other than a trusted adult.
- o I will not view, send or display inappropriate messages or pictures.
- o I will tell a trusted adult if I read or see something that is inappropriate on a technology tool.
- o I will not to use my personal electronic devices at school unless I have my teacher's permission.
- o I will only print when I have my teacher's permission.
- o I will only use my own Google Drive account, file or folder.
- o I will not post any personal information about myself or others.
- o I understand that if I break any of these guidelines, I might not be able to use electronic devices or tech tools in my classroom or school.

