



## **Lower School Technology Responsible Use Policy**

I am responsible for my actions online, and understand others will be affected by them.

I will be polite and respectful when I use computers/devices and communicate with others online.

I will not use any computer or device to bully or harass others.

I will only touch another person's computer or work if that person asks me for help or instructed by a supervising adult.

I will take good care of my laptop, following these guidelines:

- Keep my laptop clean by keeping food and drink away from it
- Be gentle with my laptop:
  - Place it gently on tables and desks
  - “Soft fingers” on the keyboard and touchpad
- Wash my hands before using my laptop
- Place my laptop in its case before walking with it out of a room
- Charge my laptop at home (when it goes home) and in the charging cabinet
- Keep my laptop free of stickers, markers, or any decoration

I will only use the Internet after receiving permission from a supervising adult.

When I use the internet to get facts that I use in my work, I will say where those facts came from.

When I take the computer home, I will use the computer according to my parents' rules as well as these.

I will not give personal information about myself, my family, or my friends to anyone on the Internet.

If I see something on a computer that makes me feel uncomfortable, I will tell an adult.

I will help my classmates follow these rules.

Policy or Form Title / School Year / Last Revised

\_\_\_\_\_  
Student name (please print)

\_\_\_\_\_  
Class

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

This agreement grants permission for use of devices and services operated both by Mirman School and approved third parties.

