

# The Center for Creativity, Innovation and Discovery

## Elementary Student

### Responsible Use Agreement

#### **Being Responsible with an Electronic Device**

1. I will be safe with computers so they don't break. When I am not using the computer, I will put it away. I understand that computers can break if they are:
  - a. Dropped,
  - b. Smashed,
  - c. Put under other things,
  - d. Opened too far, or
  - e. Closed with something inside of them.
2. I will do my best to make sure no damage happens to computers when I am using them.
3. I will make sure that my hands are clean when I use a computer and that I do not mark it with pencils, pens, or anything else.
4. I will keep all stickers and other parts of the computer on the computer and not scratch them or pull them off.
5. I will only use the computer my teacher or another adult helper tells me to use.
6. If something is broken on my computer, I will tell an adult right away.
7. If the computer I use is missing, I will tell an adult right away.
8. I will keep the computer I use from getting wet or getting too hot.
9. If someone else uses or puts things on the computer I use, I will tell an adult right away.
10. My parents and my teacher are allowed to know my username and password. I will not tell anyone else.
11. I will only use my username and password. I will not use the username and password of anyone else.

#### **Being Safe with an Electronic Device**

1. I will use the programs and go to the websites that I am asked to use for school. I will stay off of the websites that I am told not to use in school.
2. I will make sure my parents or my teachers are close by to help me and keep me safe when I am using my computer.
3. If I see something I am not supposed to see, I will tell an adult right away.
4. When I use computers I will:
  - a. Do what my parents have told me to do;

- b. Do what my teacher and school have told me to do; and
- c. Do what I have promised to do in this agreement with the school.

### **Being Productive with an Electronic Device**

1. I will make sure computers are plugged in when I put them away.
2. I will stay on the web pages or applications my teachers ask me to use when we are in learning time.
3. I will save and share things that I make on the computer or that I get from the computer in the places where my teacher says to save them.
4. I will not use my computer to cheat.
5. If I see something that makes me feel uncomfortable, I will tell an adult right away.

### **Being Respectful with an Electronic Device**

1. I will use the computer to share acceptable things with others. The things I write or put on the computer will help others feel positive.
2. I will use good judgment when using the camera and microphone. I will not use them to make embarrassing pictures, videos, or recordings of others or myself. I will never record anything in a restroom.
3. I will not erase things or put things in the trash on the computer without permission from an adult.
4. I will not turn computers on when my teacher is giving a lesson or someone else is sharing something with the class. I will not leave games, videos or other applications running on the computer when I am asked to do something else.
5. I understand that my teacher, my parents, or someone else from the school may check my computer at any time to see how I have been using it. I understand that anything I do on the computer can be checked by the school, even if I try to turn it off or erase it.
6. I understand that the school is letting me use a computer to help me with learning, and if I do not follow this agreement, I may not be allowed to use a computer.

### **Keeping the Rules**

All staff, principals, teachers, aides, parent helpers, and custodians have been asked to help me use computers responsibly. I understand that I am agreeing to follow their direction when I use a computer at school or on a field trip.

The Center for Creativity, Innovation and Discovery  
Parent/Student Responsible Use Signature Page  
Elementary Student

(To be turned in prior to using an electronic device at school.) Parents and students should read through this agreement together and each sign this form.

**Parent or Guardian:**

As the parent or guardian of \_\_\_\_\_, I have read, understand, and agree to help my son/daughter follow this Responsible Use Agreement.

I understand that:

- As part of instructional practice, students will have access to electronic devices (computers) while at school.
- Appropriate filters will be installed on all school electronic devices and Internet usage will be filtered while on the school premises.
- Internet usage will be monitored for all electronic devices logged onto the school network while on school premises, including personal devices logged onto the network.
- I understand that the presence and use of a personal electronic device at the school and any loss or damage are my responsibility as a parent. I also understand that personal electronic devices not using the school network are not filtered.

\_\_\_\_\_  
Parent or Guardian's Name (please print)

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

**Student:**

- I will follow school rules, directions from school staff, and school policies and procedures when I am using a computer (electronic device) at school.
- I understand that breaking these rules, policies and procedures through electronic device misuse will result in disciplinary actions as explained in the School Student/Parent Handbook and school policies.

\_\_\_\_\_  
Student Name (please print)

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