



## TCCES Elementary Education Acceptable Use of Technology Policy (AUP)

**In keeping with our mission statement of excelling in education, developing the total person, and modeling Christian values, TCCES will continue to provide students with technological resources that will enable them to access and manage vast quantities and types of information. It is our goal to maintain our equipment in proper operating order at all times, assure that it is used properly, and to ensure the availability of the vast resources offered by the Internet. Therefore the following guidelines have been established.**

### **TCCES Guidelines:**

1. Be polite and use appropriate language when you are online.
2. Do not share private information (passwords, names, addresses, home phone numbers, etc).
3. Never attempt to meet any person you encounter on the Internet.
4. All files are subject to inspection by the TCCES school personnel. Students may not bring computer software and/or disks to school to be used on school computers. For virus protection, disks that contain school related information, must be viewed and scanned by the computer administrator.
5. Represent your school and yourself in a positive manner.
6. Use all technology in an appropriate manner. Students will follow all copyright laws as these laws pertain to education and schools.
7. Use technology resources appropriately and efficiently. Log-off when you are finished and do not use forceful methods with the equipment.
8. Students may not go online unless a teacher or supervising adult grants them permission.
9. If you find any material that makes you feel uncomfortable, let the teacher or supervising adult know immediately.



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**2011-2012**

Failure to follow these procedures/guidelines may result in a loss of technology privileges.

I agree to follow the above guidelines at all times. If I fail to follow them, I understand that my computer privileges will be removed.

Student Name: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_