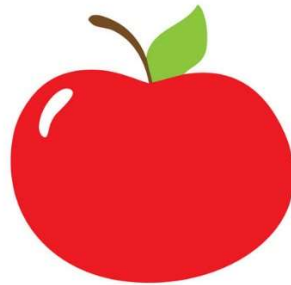




MS. CARINNA'S ACCEPTABLE USE POLICY

Created for Ms. Carinna's 5th Grade Class



Ms. Carinna's 5th Grade Class Acceptable Use Policy



Welcome! I wanted to familiarize you with our classroom rules and information.

General Classroom Rules:

1. First and foremost, please be polite to your peers and teacher. This means don't speak over anyone and make sure you are listening.
2. Ask before you use something that someone else was using. Even if you think they are finished, make sure you double-check.
3. Make sure you are in your chair during lecture and make sure you are moving during active time.
4. If Ms. Carinna is speaking to another adult, wait until I am finished unless it is an emergency.
5. Turn in your homework on time and make sure your name is on it.
6. Use language that is appropriate for school and recess times. This also includes volume and tone of voice.

Please feel free to ask questions about our rules! It is better to ask before you get in trouble if there is a misunderstanding.

We also have rules concerning the technology that we are allowed to use in class.

1. Be respectful. If you wouldn't show it to your grandmother, you don't need to be looking at it either.
2. At the start of each activity, Ms. Carinna will let you know how long you may be on the computer. If you finish your project ahead of time, you may use the computer for free-time until the time is up.
3. Never input any information about your life, including where you live, your last name, or your phone number. If you need to put information into a website, Ms. Carinna will approve it.
4. Tell Ms. Carinna if you see something inappropriate or hurtful, even if it is accidental. It is better to tell me than try to hide it, especially if it was not your fault.
5. Do not download anything onto the computer without permission from Ms. Carinna. This is to protect against viruses and help keep our technology clean and safe.
6. Only use technology in the designated areas. Our tech-free areas are designed to increase focus and class participation, so keeping devices out of this area insures that everyone feels safe to share their opinion.

By signing below, you indicate that you have read and understand the information laid out on the previous page.

Student Signature

Parent Signature and Date

Teacher Signature and Date



Normally, we will not be using the internet for our projects but if we do, here are the important rules to follow. These make sure that you stay safe on the internet and keep your peers safe as well.

1. Make sure you have positive interactions with your peers and others online. Cyber-bullying will not be tolerated and can mean you lose technology privileges for the rest of the quarter.
2. After we cover copyright on the internet, make sure you double-check the guidelines for Fair Use. If you use something that is not your own, cite it at the bottom of your work to avoid plagiarism.
3. Never tell anyone, even an online friend, anything about your personal life. It is easy to lie on the internet and trick someone, so don't put yourself or your peers in danger.
4. Only click external links if you are instructed to by Ms. Carinna. Some of these links will download a virus to your computer or take you to a website that is inappropriate.
5. If you have any concerns or questions, come talk to me. I am always available for questions or problems that you have. If you accidentally download something, tell Ms. Carinna or another adult right away. Accidents happen but always clean up after yourself.
6. Log out of the accounts that you use and close the browser. Do not leave webpages up or stay logged in. Other students use the computers and they do not need to have access to your account.

The next section includes brief information about plagiarism, copyright laws, and Fair Use laws.

1. Plagiarism is copying someone else's work and saying that it is your own. This also includes using small sections of someone else's work as your own or using someone's idea as your own. If you borrow an idea from someone, you need to personalize it and cite their information on the Works Cited page.
2. Copyright Laws are designed to protect published and unpublished work, including anything written, drawn, designed, or otherwise created originally. This means that anything you create belongs to you and others must cite it as yours. If you use someone else's work, you must also make sure it is okay to use and cite their information on the Works Cited page.
3. Fair Use law allows for the limited use of copyrighted materials. You can use the material without permission from the creator. As long as you cite the creator's information, it is also not considered plagiarism.

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The last section outlines the consequences if any of the above rules are broken.

1. For a first offense, you will be given a verbal warning. This might be in private if the offense is not disrupting the class.
2. For a second offense, you will be given a checkmark on our roster. Three checkmarks in one quarter mean you lose technology for the rest of the quarter. You may also get sent to the Principal's office depending on the severity of the offense.
3. For a third offense, you will immediately be sent to the principal's office and may lose recess privileges for the rest of the quarter.
4. The only rule that is excluded from this is the cyberbullying. The consequences have already been outlined for this rule.

By signing this document, you are indicating that you understand and will abide by the above-mentioned rules. If you do not, you are also indicating that you understand the consequences and will willingly accept the consequence.

Student Signature

Parent Signature and Date

Teacher Signature and Date

