

# Acceptable Use Policy

Dear students,

I am so happy to have you in my 4<sup>th</sup> grade class! I am looking forward to teaching you about all sorts of fun new things this year. Before we start, though, I would like to tell you something about this class. I love letting you guys be creative and have fun completing your assignments, especially online projects, but in order for that to work, we have to agree to be respectful and responsible toward each other. Please read the classroom and technology rules below and sign this paper. That will tell me that you are ready to have fun learning this year!

Parents, please read and discuss this document with your student.

This Acceptable Use Policy outlines the rules, expectations, and consequences that will be implemented in our classroom this year. Please sign and return it to the school, acknowledging that you and your child have read and understand the policies below. Thank you, and I am looking forward to working with you and your child this year!

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## Classroom Rules and Expectations:

1. The safety of everyone in the class always comes **first**.
2. Be respectful to the teacher.
3. Be respectful to your classmates.
4. Be respectful toward school property and the property of others.
5. **You** are responsible for your own words and actions.

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

Please sign above to acknowledge that you have read and understand the classroom rules and expectations.

Note: Technology and Internet use are a big part of this class. Students are encouraged to utilize technology in the classroom when completing assignments, doing research, and completing projects. However, if the teacher deems that students are misusing technology in the classroom, an alternate paper version of the assignment can be administered.

### Technology Rules and Expectations:

1. When working on the computer, students are expected to work on the appropriate assignment only. No games or off-task websites.
2. Students who need to listen to videos or other computer audio should use ear buds so as not to disturb nearby students.  
\*I will have extra earbuds available if students need to borrow a pair.
3. If a student would like to take their laptop home to continue working on an assignment, they need to fill out a request.  
\*I will approve take home requests on a case by case basis.
4. When working on the computer, students need to be signed into the account that they were assigned by the school.
5. When independent working time is over, students should stop what they are doing, return the computer to its protective case, and return to their seats in a timely manner.

### Internet Rules and Expectations:

6. Students should follow all teacher given instructions and refrain from moving ahead until told to do so.
7. Students should stay on teacher approved websites and report any inappropriate pop ups or ads to the teacher immediately.
8. Students should interact with classmates in a positive way at all times. **NO** cyberbullying or inappropriate language will be tolerated.
9. When working in groups, all students will be expected to turn in a copy of the assignment, and each group member's name must be included.
10. If students include online information in an assignment, they will need to give credit to the website that was used. (I have added information about plagiarism to the end of this document in case you have any questions.)  
\*I will assist students with the proper way to cite an online source.

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

Please sign above to acknowledge that you have read and understand the Technology and Internet rules.

Failure to follow the rules and expectations listed above will result in a consequence. The following consequence policy will be followed in the classroom during this school year.

**First Offence:** When a student breaks one of the rules listed above, they will be given a warning.

**Second Offence:** If the student continues to disregard the rules after they have been given a warning, the student will have a consequence. The student will take a break and sit by the teacher for five minutes before being allowed to rejoin the class discussion or activity.

**Third Offence:** If the student continues to disregard the rules after taking a break, the student will begin to lose privileges. If a classroom rule is broken, the student may lose recess time. If a technology rule is broken, the student may lose the privilege of using the computer during free or extra time.

**Continuing Offences:** If a student continues to disregard the rules after losing privileges, the parent will be notified, and the student will receive an office referral. If a technology rule has been broken, the student will need to complete an alternate paper assignment.

**Note:** The above consequence policy will be used in all cases **EXCEPT** for the situation in which a student is bullying another student. Bullying is not tolerated in any way, including online. If a student is caught bullying another student, they will lose privileges immediately. If the behavior continues, they will receive an office referral and the parent will be notified.

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

Please sign above to acknowledge that you have read and understand the consequence policy.

## Plagiarism

**According to the Merriam-Webster online dictionary, to "plagiarize" means:**

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

**All of the following are considered plagiarism:**

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.

I received the above information about plagiarism from plagiarism.org at the following link:

<https://www.plagiarism.org/article/what-is-plagiarism>

If you have any questions about plagiarism, feel free to contact me by email or phone call, or you can visit the website above.