

## **Guidelines for the Safe Use of Computers and the Internet at Mansfield PreK-4 Schools**

Using computers in school is a cool and fun thing to do. We can have exciting adventures and learn new things when we use computer programs and the Internet. The whole school is a community of learners who share our school computers so everyone can benefit. Just as in our town, state, and nation we have rules to keep us safe and rules to help us get along, the Mansfield School community has rules for using computers on the Internet and helps us respect each other's use of our computers. As a member of the community at your school, you are asked to honor to following the rules below when you use the school computers:

### **1. If You Become Aware Of A Password, Accidentally, Or On Purpose You Must Tell An Adult.**

We use user names and passwords to allow different people to use different parts of the computer network or to keep special programs private. Most times students never have to use a password; it is mostly for adults. You must respect the privacy of other people's passwords.

### **2. Respect The Work Of Others Who Store Files On Our Computers.**

Just like you keep things in your locker or desk; our computer community keeps things on our computers, disks and network. And just like it would be wrong for you to go into someone's locker, or desk and take something, or hide it, or write on it, it is wrong for you to do that to other people's computer files.

### **3. Always Ask Adults for Permission, Help, And Guidance on the Internet.**

Students are only allowed to use the Internet at times when the teacher gives permission. Our computers use a type of software called an Internet filter to block inappropriate sites from being visited in our school. While they work well, they are not perfect. If you are using the Internet and see language or pictures that seem inappropriate, or make you nervous, or uncomfortable, you must tell a teacher immediately.

### **4. Keep Our Personal Information Safe By Not Sharing It.**

You must NEVER give out your name, address, telephone number, picture, passwords, or email address or give out this kind of information about a friend or teacher to anyone on the Internet. If someone or a site on the Internet asks for this information you must tell a teacher. **You must never respond to free offers or other solicitations on the Internet without teacher approval.**

### **5. Do Not Download Material from the Internet.**

Students are not allowed to download programs, video or audio files, Internet plug-ins, or program upgrades without teacher permission. You must not respond to offers to "make this your home page" or other "free" offers without teacher approval.

### **6. Keep Away From Internet Strangers in Chats or Email.**

Students are not allowed to participate in "chat sessions" or "Instant messaging" without teacher permission. Students are not allowed to check their personal email at school.

### **7. Respect the Copyright Laws.**

Students are not allowed to bring programs from home to use on school computers, without teacher permission. Copies of school programs are not allowed to go home unless the school district has an appropriate license to do so.

### **8. Keep Our Families Informed.**

From time to time there are situations that require us to modify the rules and guidelines for special situations (a chat with an author, a special email project). The staff will always inform parents and secure their permission for students to participate in these circumstances.