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ET 680

Acceptable-Use Policy Mini-Paper

This acceptable-use policy has been developed specifically for my school's fifth grade. The policy will be used in each classroom and with each teacher the fifth graders have.

I understand that it is a privilege to use the technology resources at my school, and I have a developed understand of each of the following procedures, rules, and consequences.

1. I will keep the username and password I have been given at the beginning of the year in a safe place and only use my own username and password to log on to the network, unless my teacher tells me otherwise and I will not share my password with my peers.
2. I will exhibit patience and wait for my teacher's assistance if I become aware of a computer, printer, scanner, or other technology resource that is not working properly.
3. I will only use the technology resources, including the Internet, as instructed by my teacher.
4. I will not access other students' work that has been posted or saved on the school's network.
5. I will always use copyright-free graphics that my teacher has told me are appropriate.
6. I will not use any technology resource to hurt my classmates, my teachers, my family, or myself.
7. I will always be ready to listen to directions first before access/using a technology resource.
8. I will not share personal information on the Internet.
9. I will be willing to try new things using technology as instructed by my teacher! I will be willing to learn something new!
10. I understand that if I do not follow these rules and procedures my technology privileges will be taken away as specified by my teacher and addressed by the disciplinary if they affected others, the school property, or me in a negative manner.

Memo to my administration:

Fifth grade is a year of transition. At our school, the students are moved from the second floor to the third floor with the middle school. This is also the first year the students switch classes. Fifth grade is a year of new responsibilities. I feel that since this year for students is different and full of changes it is important that we clearly lay out all expectations and regulations in a language our fifth graders will understand. How we use technology with our students is one area in which we can provide students with a written policy of what is expected.

The appropriate use of technology and the equipment provided by our school is a responsibility we should not take lightly. We want our students to know that while technology can be a fun way to learn but it is a privilege to use the technology resources at our school. The acceptable use policy I have developed is directed to and suitable for our fifth graders. Since the fifth grade is a differentiated instruction year, and the students switch classes for all primary and secondary classes, the students encounter different sets of rules and consequences when they enter each classroom. As a fifth grade teacher I feel the policy I have laid out will help keep both fifth grade teachers and fifth grade students on the same page regarding what the rules and consequences of using technology. Appropriate use of technology and the resources we have at our school is not an area for rules to be different, especially at the fifth grade level. Having one policy that lists both the rules and consequences concerning technology will ensure that nothing changes when students switch classrooms for the first time this year and provide our fifth graders with a consistency.

One of the goals of my acceptable use policy was not to create a list of only “will not’s.” Fifth graders get easily discouraged. I wanted students to have a positive feeling towards technology and if I were to only tell them the things they cannot do they would quickly develop negative associations with using technology. Another goal of my acceptable use policy was to make sure students understood that when we are using technology in the classroom problems may arise and it is how they react to the problem that will determine if they are appropriately using the resource or not. By this I mean, that when

a teacher is working with the lap top cart and a class of students, the teacher is out-numbered, and therefore students need to exhibit patience when they come across a problem with the computer. If students are aware that they need to be patient while they wait for assistance and they are not to try to fix a problem on their own, the classroom environment will stay positive. I also wanted this acceptable-use policy to be fifth-grade-student-appropriate. For this reason, I wrote the policy in list form and did list more than ten rules/consequences/procedures. This amount and in this format will not overwhelm our fifth graders and allow them to develop a good understanding of the expectations.

I stand behind the acceptable-use policy I have brought to you and I feel that it would only improve the use of technology resources in the fifth grade.