

Guide to BUSD: Using Technology in School Grades K - 2



WHAT IS THE AUP?

(Teacher reads aloud for Grades K-1, choral read Grade 2)

AUP are three letters that mean **Acceptable Use Policy**. This is a grown-up phrase. It means a list of rules that we follow when we use computers at school. You and your parents will read these rules together. Then you will know the rules.

The AUP is a **contract**. That means that you and your parents must “**sign**” it or write your name on it. When you sign your name to the contract it means that you agree to follow the rules.

WHY DOES MY SCHOOL HAVE AN AUP?

Many children and grown-ups use the school computers. We need to make sure that everyone is happy and safe working on the computers. We need to take care of our computers too, so we need rules to follow.

WHY DO I HAVE TO BE VERY CAREFUL TO FOLLOW THE RULES?

Using computers and going on the Internet in school a **privilege**. That means that my school trusts me to follow the rules. I show that I can be trusted by how I behave when I am using a computer.

Your work on computers is not private. Your teacher watches you in class. You are also being watched when you are on the Internet by people who work for the Bellevue Public Schools. Do not do anything on the computer that you would not like a grown-up to see you do!

WHAT HAPPENS IF A STUDENT DOES NOT FOLLOW THE RULES IN THE AUP?

Our school has “**consequences**” or punishments for students who do not follow the computer rules. You can lose your computer **privileges** in school. You need to tell a grown-up if you see someone who breaks the rules in the AUP.

Acceptable Use Policy (AUP) RULES

1. I WILL USE **PROPER** LANGUAGE WHEN I AM USING A COMPUTER. I will not write bad words when I use a computer.
2. I WILL TREAT OTHER PEOPLE NICELY. I will not write mean things about another person on the computer. I will not be a bully. I will not make fun of anyone. I will tell a grown-up if I know someone in my class is being mean to someone else when they are on a computer.
3. I WILL USE THE INTERNET **PROPERLY**. I will not look for pages that have bad words or pictures on them. I will tell a grown up if I see any bad words or see any bad pictures on a computer.
4. I WILL TAKE CARE OF THE COMPUTERS I USE IN SCHOOL. I will not change anything on the computer without a teacher's permission. I will not hurt any part of the computer on purpose. I will not write on the computers or printers with pencil, pen, or markers. I will not move any computer parts like keyboards and mice. I will make sure my hands are clean before I touch a keyboard or mouse. I do not want to spread germs to other children.
5. I WILL TAKE GOOD CARE OF THE KEYBOARDS AND MICE.
I will wash my hands after I use the bathroom, so the tablets, keyboard and mice will be clean for other children to use.

