



## CANTON PUBLIC SCHOOLS

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July 25, 2008

Dear CBPS Parents,

Canton requires *all* students to sign an "Acceptable Use Policy," an AUP, in order to use the district's computers. The users' agreement is part of the child-friendly regulations attached to this letter, and it must be returned to the school by September 12<sup>th</sup> for your child(ren) to use the computers and Internet. The full set of Acceptable Use Regulations, (a much more complex document than included here), is available to all parents on both the CBPSS and District websites.

Last year Canton had an SAS94 Audit; and as a result, to certify all District Office data and to meet State requirements, we are required to have all our users sign an AUP. We have spent many thoughtful hours developing this policy. New this year is a quota for file storage and the ability of IT staff to remotely monitor the work being done on any computer. Please discuss the full set of regulations with your child(ren) and give your permission to access the computers. We have set the students' accounts to expire on September 15, 2008, unless we have a signed AUP from home; so kindly help us with this time sensitive paperwork.

Technology is a tremendous aid to education at CBPS; and we don't want any interruptions in our programs, so we appreciate your attention to this regulation.

Sincerely,

Lynn K. McMullin

# Cherry Brook Primary School

## Regulations for Acceptable Use of Technology

### Reasons for this Policy

The Canton Board of Education provides students and teachers with a Computer Network and access to the Internet. Therefore, the Board of Education must also write guidelines so that the network and Internet are used properly. Every year, *everyone* who will use a computer in the Canton Schools must read the policy and agree to follow the rules. Some of these rules are for school use. Some of the rules apply even when you are at home. Everyone agrees to follow these rules by signing the Acceptable Use Contract.



**If you forget the rules, a copy of the rules can be found on the school's website.**

[www.cantonschools.org](http://www.cantonschools.org)

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### The Rules:

1. I will use the school computers only for school work.
2. If I am unsure if what I want to do is OK, I will ask a teacher.
3. I will not view or download UNACCEPTABLE PICTURES or information from the Internet. I understand that these are *examples* of the kinds of things I cannot view or download: pictures of naked people, mean-spirited pictures or gossip about other students, and pictures or stories of people being cruelly hurt by other people.
4. I will not DELETE another person's work on the computer. I will not COPY another person's work using the computer.
5. I will not TOUCH other students' computers while they are logged on, unless they ask me for help and the teacher says it is OK to help.

6. I will not FORGE something on the computer. This means I will not put someone else's name on something that is bad or not permitted, even when working on the computer at home.
7. I will not use another students' or a teacher's personal information for any reason, including their LOG-IN names and PASSWORDS.
8. I will not do anything to DAMAGE the computer equipment or the files.
9. I will not REMOVE or SWITCH the mice, cables, or keyboards unless I am asked to do so by a teacher.
10. I will not play GAMES on the Internet at school, unless I have a teacher's permission.
11. Breaking the rules may mean I lose the right to use the computers or Internet at school.
12. I will not take food or drinks near any computers.

## 2008 – 2009 Technology User Agreement:

Student must sign the acceptable use policy below by September 12, 2008 or the account will be turned off.



I, \_\_\_\_\_  
(typed or printed name), understand the rules and will follow the rules. I understand that these rules apply even when I am at home and not supervised by my parents.

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

Date: \_\_\_\_\_

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Parent or guardian must also sign the acceptable use policy before September 12, 2008 for student to have continued access to the CBOE Computer Network. Parents and guardians should read and consider *both* versions of this policy, as there are protections in the full version that are not included here.

I, \_\_\_\_\_ (typed or printed name), have read *both* the student and parent versions of the Canton Board of Education's "Regulations for Acceptable Use of Technology," and I understand that this access is designed for educational purposes only. I accept responsibility for my child's compliance.

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Food or Drink will not be taken or consumed in computer classrooms or near any workstation!**