



Jon J.P. Fernandez
 Superintendent of Education

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ACCEPTABLE USE POLICY (AUP) – (BP-379)

Introduction

M. U. Lujan Elementary School has established a computer network and is pleased to offer Internet access for student use. This will provide them with access to a variety of Internet resources and wealth of information available. In order for students to use the Internet, students and their parents or guardians must first read and understand the following acceptable use policies. **No student will be allowed to participate in individual telecommunications activities without this form on file. These guidelines are provided so that students are aware of the responsibilities required to use this technology. Computer and/or technology use may be revoked if a student does not adhere to guidelines below. A copy of BP-379 in its entirety can be found in your child’s school planner or on the GDOE website at www.gdoe.net. This policy still applies to students who opted for online learning. All students will be provided with a gdoe email.**

Acceptable Uses	Unacceptable Uses
<ol style="list-style-type: none"> 1. The computer network at M. U Lujan Elementary has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, message boards, and other means. 2. Students will have access to the Internet via classroom, library, lab or other school computers. Student access is limited to scheduled times outlined by the supervising teacher. 3. Network users must respect resource limits and must remain within the allotted disk space as determined by their teachers. Users are responsible for deleting old emails or other files that may take up excessive amounts of storage space. 4. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the Acceptable Use Policy. Parents/guardians may revoke approval at any time. 5. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails, material placed on personal Web pages, and other work that is created on the network may be viewed by a third party. 6. Network users must keep their passwords private. Accounts and/or passwords may not be shared. 	<ol style="list-style-type: none"> 1. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator. 2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator. 3. Use of the network for advertising or political lobbying is prohibited. 4. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws. 5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person. 6. Network users may not log on to someone else’s account or attempt to access another user’s files. "Hacking" or otherwise trying to gain access to another person’s or organization’s computer system is prohibited. 7. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.

7. Network users are expected to adhere to the safety guidelines listed below.

8. Network users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.

Safety Guidelines for Students

1. Never give out your last name, address, or phone number.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
4. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access.

Disclaimer

The internet is an unregulated medium with no guarantee of accuracy, completeness, currency or even truthfulness. M.U. Lujan Elementary School has no control over the information accessed through the internet and cannot be held responsible for its content.

PLEASE RETURN THIS FORM TO YOUR CHILD(S) TEACHER

STUDENT ACKNOWLEDGEMENT

I have read, understand, and will follow the above policy when using computer and other electronic resources owned, leased, or operated by the GDOE. I further understand that any violation of the regulations above that is illegal, prohibited, immoral and/or unethical may result in disciplinary actions taken, access privileges revoked, and/or appropriate legal action may be initiated.

Student Name (Print): _____

Grade/Room: _____

Student Signature: _____

Date: ____/____/____

PARENT/GUARDIAN ACKNOWLEDGEMENT AND PERMISSION

By signing this below, I acknowledge that I have read the M.U.L.E.S Acceptable Use Policy, and have discussed with my child what is expected of me and my child regarding computer and technology here at M.U.L.E.S, as stipulated in this agreement.

Parent/Guardian Signature: _____

Date: ____/____/____

PARENTAL DISCLOSURE FORM FOR MEDIA RELEASE & PUBLICATION

For the purpose of sharing with the community the exemplary work of my child,

I give permission for my child's picture, name, or work effort to be used by the school for media release and publication.

I **DO NOT** give permission for my child's picture, name, or work efforts to be used by school for media release and publication

Notes:

★ For educational, non-commercial use only

★ Media Publications may include: School Newsletters, The Pacific Daily News, MULES website, Marianas Variety, KUAM News, Pacific News Center, and various island-wide contest, announcements, brochures (i.e. Chamorro Studies, Math Olympiad, Spelling Bee, etc.)

Student Name (print)

_____/_____/_____
Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Acknowledge By: _____

Principal, Natasha A. Dela Cruz