



WARWICK PUBLIC SCHOOLS
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SUPERINTENDENT

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This notice is part of our Acceptable Use Policy.

Parents must sign this form before students are allowed to go online!

From _____ School

Dear Parent or Guardian:

We want to inform you about how we intend to use telecommunications services and to assure you that every effort will be made to select only those online services that meet our educational needs. We want you to know that your student will be carefully monitored while online. Students will be taught proper online behavior and other rules that we feel will give them the skills necessary to make them responsible users of telecommunications services.

Attached you will find rules and policies that are consistent with the school department's telecommunications policy. Please review these online rules and policies with your child. Be sure that both you and your student understand these policies before we begin any telecommunications project.

We sincerely believe that your cooperation is crucial if we are to enforce the policy and have a highly productive learning experience.

If you have any questions about how we are using telecommunications (the Internet, the Web, etc.) in our programs, feel free to contact your school's principal.

Many thanks for your cooperation in reviewing and enforcing these rules of online behavior!

We would appreciate if both you *and* your child would sign the following indicating that you have reviewed the rules and policies on the reverse side of this page. Have your student return this to the teacher who issued it as soon as possible.

Student Signature: _____

Parent Signature: _____

Date: _____

Acceptable Telecommunication Use Program Notice to Parents

Consistent with our ***Telecommunications Policy***, our intent is to inform parents of our rules and procedures before students go online, thereby creating a strong partnership between school and home, one that will work cooperatively to implement and enforce this program.

Notice to Students

Students must agree to the following before using any telecommunication devices such as the Internet, FirstClass email, and the district ePortfolio system.

These rules are part of our ***Acceptable Use Policy***. **The use of public telecommunications equipment is a privilege, not a right, which may be taken away if students do not follow the rules and procedures of the Warwick School Department.**

Any parent/guardian or student not agreeing to the policies listed below must contact the school principal directly. Please be advised that not agreeing to the stated policies could disrupt the students educational process.

- 1. EDUCATION is the primary objective of using telecommunications equipment in the Warwick Public Schools.**
 - If you are using *any* services that do not relate to the school department's educational goals, then you will be told to stop.
 - If you continue to misuse the system by using unapproved services, you will be referred to the building administration for disciplinary action.
- 2. The following are abuses of telecommunications facilities which will result in disciplinary action and/or loss of your telecommunicating privileges:**
 - Using outside, private services that have not been approved by your teacher or principal for in-school use.
 - Using telecommunications equipment to send messages that are mean, threatening, suggestive, obscene, belligerent, violent or violates student behavior expectations on student telecommunication use.
 - Transferring any objectionable material, as defined by current school and community standards.
 - "Bullying" or showing disrespect for any other person.
 - Using the equipment to violate any laws, including copyright laws.
 - Using telecommunications to plagiarize and otherwise use other people's work without their permission.
 - Prying into other people's work.
 - Keeping others from doing their work.
 - Disrupting or "downing" a system
 - Cheating or stealing from others.
 - Copying software for which you have not paid.
 - Altering the First Class or the ePortfolio desktops is prohibited.
- 3. The use of public telecommunications equipment is a privilege, not a right, which may be taken away if students do not follow the rules and procedures of the Warwick School Department.**

Very Important Rules for All Students!

1. **NEVER GIVE OUT YOUR PASSWORD**
2. **WHEN ONLINE NEVER GIVE ANYONE PERSONAL INFORMATION ABOUT YOURSELF.**
 - a. Never give out your real name, address, telephone number, parents' work address or telephone number, and the location of your school! Some people you meet while online may not be who they seem, so don't give out important information about yourself!
3. **In the same way that you are taught to beware of strangers you meet face to face, you must also beware of strangers you meet while online!**
 - a. *Never* agree to meet face-to-face with someone you meet while online! If someone suggests that you meet him or her, then report this *immediately* to your teacher, parents, and principal!
4. **If you come across any information that makes you feel uncomfortable or unsafe, report it to your teacher!**
 - a. If ever you come across any messages that are mean, threatening, suggestive, obscene, or violent, tell your teacher at once!
 - b. *Never* respond to any message that you consider to be mean, threatening, suggestive, or that makes you feel unsafe or uncomfortable.
5. **Remember that not everything you read while online may be true!**
 - a. Don't believe everything you find while online!
 - b. Think about what you're reading, and ask your teacher and parents to help you understand what you've found.
6. ***Think before you write!* What you think is a funny comment may be misunderstood by others and lead to criticism that you may not appreciate!**

Follow This Simple Rule:

Never send or keep any messages that you would mind having your parents or your teachers read!