



# Chippewa Valley Schools

## Technology Acceptable Use and Safety Policy

### Grades K-5

I understand that using the computer correctly and responsibly is very important. I promise to follow these rules when using the computer and other equipment at school or at home. I understand that if I break these rules, I might receive a school consequence or loss of use of school computers.

#### **I am responsible for taking care of district equipment.**

- I will take care of my computer and be responsible for it. I will not put food or drinks by it. I will carry it with two hands and do my best to take care of it responsibly.
- I will not remove or alter any labels, barcodes, or serial numbers on my computer.
- I will not add stickers or other decorations to my computer.
- If I notice my laptop is broken, I will not try to fix it myself, but I will tell my teacher or another adult immediately.

#### **I am responsible for keeping personal information private.**

- I will not share my password with anyone, and I will not use another person's password.
- I will never give out personal information about myself or anyone else (full name, address, email address, phone number, photo) over the Internet. This includes prompts for AI, including generative AI, tools.

#### **I am responsible for respecting and maintaining the security of District electronic resources and networks.**

- I will use the computer and the Internet for schoolwork only.
- I will use computer and technology equipment only when a teacher or trusted adult is present.
- I will use only the programs and websites that my teacher has approved.
- I will not damage or change settings on the hardware, software, or the network.
- I will not use proxy sites, download VPNs, or do anything else to bypass the district filtering.

#### **I am responsible for practicing positive digital citizenship.**

- I will never use the computer to be hurtful to others. I will not look at, send, or display inappropriate messages or pictures, nor will I use the computer to intimidate, harass or bully others.
- I will report anything that I may see on social media that may impact others' well-being or safety at school to a teacher, administrator, or parent.
- I will tell my teacher if I read or see something on the computer that is inappropriate, makes me feel uncomfortable, or if someone I don't know attempts to contact me on the computer/Internet at any time.

#### **I am responsible for respecting the works of others.**

- I will not use or copy materials and represent them as my own.
- I will properly cite (give credit to) all sources including when using any AI tools.

*This Acceptable Use Policy (AUP) is developed for use by Chippewa Valley Schools and serves as a guideline for responsible technology use within the district. It is shared publicly as an example for informational purposes. Other districts are welcome to reference or adapt this document but should ensure compliance with their own policies, legal requirements, and applicable laws. Please do not redistribute this document in its entirety without proper attribution.*