



TIMMERMAN SCHOOL RESPONSIBLE USE PROCEDURES

Dear Parent or Guardian:

Timmerman School encourages students to use a variety of technologies to enhance the learning process. We ask that all students use good judgment when utilizing these devices in the classroom setting. Having the ability to use technology puts a lot of responsibility on the individual student. In addition to this form, all parents must complete and sign the Acceptable Use Policy.

Students must:

- 1. Respect and protect privacy (their own and others).**
 - a. Use only accounts or apps that are approved by the teacher
 - b. Keep personal information (name, address, phone number) off of their devices
 - c. Protect all passwords (including screen-lock codes)
 - d. Never photograph, video, or audio record any other person without his or her written permission. NO EXCEPTIONS!

- 2. Respect network access.**
 - a. Do not share the network passwords with other students.
 - b. Never have more than one device logged in at a time.

- 3. Respect and practice the principles of community.**
 - a. Communicate only in ways that are kind, responsible, respectful, and lawful.
 - b. Use electronic communication devices for schoolwork only.
 - c. Report threatening material to a teacher or administrator.

My child and I have read, discussed, and agree to the items listed above. I understand that **any** misuse of technology as specified above will result in my child immediately being removed from campus.

Student's Name: _____ Grade level: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____