

**CHARLOTTE PUBLIC SCHOOLS**  
**LAB/CLASSROOM**  
**COMPUTERS/EQUIPMENT/INTERNET USE POLICY**

The goal of using computers, the Internet, and/or any type of equipment, is to locate information for educational purposes. Students using computers and/or the Internet will increase their technological skills, communication skills and information gathering skills as they work with data and other people. Students using computers/Internet agree to follow these guidelines:

**K-4 STUDENT**

- I will always follow my teacher's directions for using computers, equipment and the Internet.
- I will not use the Internet unless I have my teacher's permission.
- I will use computers and equipment with respect.
- I will follow the rules about using the Internet.
- I will ask for help when I need it.
- I will not give out my name, address or phone number on the Internet.
- I will tell my teacher if the computer or equipment isn't working.
- I will not copy or use someone else's files or software.

**5-8 STUDENT**

- I will always follow my teacher's directions for using computers, equipment and the Internet.
- I will not use the Internet unless I have my teacher's permission.
- I will use computers, equipment, and the Internet responsibly and respectfully.
- I will ask for help if I do not know how to use computers or equipment.
- I will not give out personal information on the Internet without my teacher's permission.
- I will follow the rules about using the Internet.
- I will tell my teacher if the computer or equipment if not working properly.
- I will not share my login, password or files with others.
- I will not copy or download files or software from the Internet or access someone else's files on school computers.
- I will make sure that the web sites I access and the language I use on the Internet is respectful, responsible, and educational.

**9-12 STUDENT**

- I will not use the Internet unless I have a CharlotteNet account and/or Instructor's permission.
- I will follow the Instructor's directions on the Internet and use it only for school purposes.
- I will not abuse any policies, procedures or computer hardware, software, and/or other technology equipment.
- I will not give out any personal information (*name, address, phone number*) about others or myself on the Internet without my Instructor's permission.
- I understand that the web sites I access and the language I use on the Internet must be respectful, responsible, and educational. If I have any doubts as to the appropriateness of a site, I will contact my Instructor ***BEFORE*** accessing that site.
- I will notify my Instructor immediately if a problem exists with hardware, software or Internet use.
- I will not copy, alter, install, download or give out files unless I get permission from my Instructor.
- I understand class accounts are to be used ***ONLY*** during that class period with permission from my Instructor *no other time is allowed unless special permission is granted and supervision is provided by the classroom teacher in charge.*

A full version of the District's Policy for Electronic Information Access and Use for Educational Purposes can be located at

[www.charlottenet.org/technology.htm](http://www.charlottenet.org/technology.htm)

(See other side for Member Declaration Agreement)

**Charlotte Public Schools  
Acceptable Use Policy  
Electronic Information Access and Use for Educational Purposes  
Member Responsibility Declaration**

Charlotte Public Schools has developed an Electronic Information Access and Use for Educational Purposes Policy for using the Internet, local and wide area networks, computers and related technical and audio visual equipment. Access and use of these technologies is a privilege for the User and must be used responsibly in the pursuit of educational endeavors.

**I have read, understand, and will abide by the Electronic Information Access and Use Policy located at [www.charlottenet.org/technology.htm](http://www.charlottenet.org/technology.htm) and the Lab/Classroom-Computers/Equipment/Internet Use Policy, and the applicable sections of the Student Handbook. I agree to be responsible for and abide by all rules and regulations of these policies and handbook. I understand that should I commit any violation, my privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.**

**User's Signature:** \_\_\_\_\_

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

**(If you are a student of Charlotte Public Schools, a parent or guardian must also read and sign this agreement)**

Charlotte Public Schools has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for Charlotte Public Schools to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on the network.

I will instruct my child about any other access restrictions in addition to those set forth in District Policy. I will emphasize to my child the importance of following the District rules for personal safety.

Users are responsible for following instructions in the use and care of educational technology and should refrain from using any technology for which they have not received instructions.

Users may be required to make full financial restitution for any damages to educational technology or unauthorized expenses incurred through the use of educational technology.

I give permission for my child to use available technologies for educational endeavors.

**As the parent or guardian of this student, I have read the Electronic Information Access and Use Policy located at [www.charlottenet.org/technology.htm](http://www.charlottenet.org/technology.htm) and the Lab/Classroom-Computers/Equipment/Internet Use Policy and the applicable sections of the Student Handbook. I understand that this access is designed for educational purposes**

**Parent/Guardian Signature** \_\_\_\_\_

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

*(See other side for your student's guideline level.)*