



*Building a Culture of Excellence*  
**Logan City School District**

**Responsible Use Agreement for Elementary Students**

*“Computers” is used in many place in this document in place of “electronic devices” to simplify language for elementary students.*

Computers and other technology are in every school to help students do their best. This Responsible Use Agreement (RUA) helps elementary students understand how to use computers in school. The Logan City School District Board of Education makes policies like this to help students be safe and successful. To see other policies visit the school district website at [www.loganschools.org](http://www.loganschools.org).

**Being Responsible with an Electronic Device**

1. I will be safe with computers so they don't break and when I am not using one. I will put it away where no one will take it.
2. I understand that computers can break if they are:
  - a. Dropped,
  - b. Smashed,
  - c. Put under other things,
  - d. Opened too far, or
  - e. Closed with something inside of them.

I will do my best to make sure nothing like these examples happens to computers when I am using them.

3. I will make sure my hands are clean when I use a computer and that I do not mark it with pencils, pens, or anything else.
4. I will keep all stickers and other parts of the computer on the computer and not scratch them or pull them off.
5. I will only use the computer my teacher or other adult helper tells me to use.
6. If something is broken on my computer, I will tell an adult right away.
7. If the computer I use is missing, I will tell an adult right away.
8. I will keep the computer I use from getting wet or getting too hot.
9. If someone else uses or puts things on the computer I use, I will tell an adult right away.
10. My parents and my teacher can know my user name and password. I will not tell anyone else.
11. I will only use my user name and password, no one else's.



## **Being Safe with an Electronic Device**

1. I will use the programs and go to the websites I am asked to use for school. I will stay off of the websites I am told not to use in school.
2. I will make sure my parents or my teachers are close by to help me and keep me safe when I am using my computer.
3. If I see something I am not supposed to see, I will tell an adult right away.
4. When I use computers I will:
  - a. Do what my parents have told me to do,
  - b. Do what my teacher and school have told me to do, and
  - c. Do what I have promised to do in this agreement with the school district.

## **Being Productive with an Electronic Device**

1. I will make sure computers are plugged in when I put them away.
2. I will stay on the webpages or applications my teachers asks me to use when we are in learning time.
3. I will save and share things I make on the computer or get from the computer where my teacher says.
4. I will not use my computer to cheat.
5. If I see something bad or something that makes me feel bad, I will tell an adult right away.

## **Being Respectful with an Electronic Device**

1. I will use the computer to share good things with others. The things I write or put on the computer will help others feel good or encourage others to do good things.
2. I will use good judgment when using the camera and microphone. I will not use them to make embarrassing pictures, videos, or recordings of others or myself. I will never record anything in a restroom.
3. I will not erase things or put things in the trash on the computer without permission from an adult.
4. I will not turn computers on when my teacher is giving a lesson or someone else is sharing something with the class. I will not leave games, videos or other applications running on the computer when I am asked to do something else.
5. I understand that my teacher, my parents, or someone else from the school district may check my computer at any time to see how I have been using it. I understand anything I do on the computer can be checked by the school district, even if I try to turn it off or erase it.
6. I understand that the school district is letting me use a computer to help me with school and if I do not follow this agreement, I may not be allowed to use a computer.

All district staff: principals, teachers, aides, parent helpers, and custodians have been asked to help me use computers responsibly. I understand that I am agreeing to follow their direction when I use a computer at school or on a field trip.



**Parent/Student Responsible Use Signature Page  
ELEMENTARY**

(To be turned in prior to using an electronic device at school.)

Parents and students should read through this agreement together and each sign this form.

Parent or Guardian:

As the parent or guardian of \_\_\_\_\_, I have read, understand, and agree help my son/daughter follow this Responsible Use Agreement.

I understand that:

- As part of instructional practice, students will have access to electronic devices (computers) while at school.
- Appropriate filters will be installed on all district electronic devices and Internet usage will be filtered while on the school premises.
- Internet usage will be monitored for all electronic devices logged onto the district network while on school premises, this includes personal devices logged onto the network.
- I understand that the presence and use of a personal electronic device at the school, and any loss or damage are my responsibility as a parent. I also understand that personal electronic devices, not using the school network, are not filtered.

\_\_\_\_\_  
Parent or Guardian's Name (please print)

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian's Name (please print)

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

Student:

- I will follow school rules, directions from school staff, and district policies and procedures when I am using a computer (electronic device) at school.
- I understand that breaking these rules, policies and procedures through electronic device misuse will result in disciplinary actions as explained in the School Student/Parent Handbook and district policies.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

