Dear grade 3, 4 and 5 parents,

This week your child reviewed our guidelines for safe and acceptable use of technology with his/her teacher. This will be referred to and used throughout the year at school to support all students in learning how to be responsible digital citizens.

Please ask your child to explain the policy to you and discuss it as a family. We are asking that both you and your child sign it below and **return it to your child's teacher by Friday, September 9, 2016**. Once the form is returned he/she will be able to use technology in school. Questions about the policy can be directed to your child's teacher, an administrator, or our Learning and Technology Coordinator, Anouk van Aanholt (vanaanholt@wis.edu). Thank you.

WIS Primary School Technology Use Policy, 2016-2017

The policy below is specifically aimed at Primary School students and abbreviated from the *WIS Technology Acceptable Use Policy* printed in the *WIS Family Handbook*. Please read the full *WIS Technology Acceptable Use Policy* for a deeper understanding.

As a digital citizen of the WIS Primary School community, I will:

1. use technology for school-related purposes only*.

2. handle all hardware gently, including walking-only while holding it with two hands.

3. not change settings or install software/apps on any school technology.

4. when looking for digital information to answer my questions, use the online information resources provided by WIS (see http://pslibrary.wis.edu) before consulting other resources.

5. not give anyone other than my teachers and parents my passwords nor will I use my classmates' passwords or online accounts. Similarly, I will not give anyone online my personal information, such as last name, age, address, etc.

6. not create, look for or send online material or messages that are unkind, hurtful or inappropriate.

7. for my entire day at WIS, turn off and store in my locker any devices from home* (such as cell phones, iPods, cameras, iPads) except for e-readers (such as Nook and Kindle), which can only be used for reading pre-loaded material.

* unless specific permission is given by a WIS teacher or administrator

   I have read and agree to follow this policy. (Student and parent sign below)

_____   _____
Student   Parent

Class: _____