

Deutsche Sprachschule, Inc.

(a.k.a. German School of Union County)

Agreement Concerning the Use of Cell Phones, Digital Media, and Internet

Student: Grade Level: Year.....

The Deutsche Sprachschule, Inc., would like its students who patronize digital and communication media to use them judiciously and with scholarly intent. To ensure the safety of our students, parents and students must acknowledge and adhere to the following rules:

- Personal cell and smartphones must remain switched off during the entire school day. Digital media and the internet **will only be used** under a teacher's supervision for educational purposes.
- Upper grade students may use personal electronic devices during recess **only**; provided these devices are used for reading, silent communication, and/or listening to music with headphones **only**. Students **will not** take photos or record images of teachers, other students or school facilities without prior consent from the teacher or school administration.
- All programs and applications will be installed on the school's computers (devices) by the Information Technology (IT) manager **only**. Software **will not** be copied or downloaded for private use.
- Hard/software settings on school computers will be edited by the IT manager **only**.
- Passwords **will not** be shared.
- **No** personal information or images will be released/divulged on the internet. Students may not record or make videos of teachers or other students without teacher's approval. Students may not take photos or videos of classrooms, offices or other parts of the school building without administration's approval.
- Many movies, texts, images, and music on the internet **are copyrighted**; therefore, downloading or copying these types of materials **is not allowed** – with the following exception:
 - Copyrighted material may be used in connection with assignments and presentations which **remain unpublished**, provided source and author are noted.
- Students will not copy, change, and/or publish the work of other students without their permission.

- The Deutsche Sprachschule, Inc. **does not** permit accessing pornographic and/or racist material nor does it permit accessing sites which depict violence. Students shall not search or access such sites or materials.
- Students will use proper and respectful etiquette when communicating with others in school and in e-mails, message boards, chats, apps etc. Students **will not** insult, threaten, bully or harass anyone.
- Students **will not** publish any work on the internet without their teacher's permission.
- Should a student receive questionable e-mails or encounter questionable sites on the internet, they **will immediately** inform their teacher.

SIGNATURES

I understand that I am subject to disciplinary action for violating the above rules.

Date: Student's Signature:

Parents' Declaration: We are/I am aware that our/my child has permission to use the internet and digital media provided he/she follows the above rules.

Date: Parents' Signature: