**Acceptable Use Policy Class Discussion**

**Teacher Instructions:** You may place the following information in a presentation format or simply give it to thestudents as a handout and have a class discussion over the information.

**Tips when using technology:**

* Visit websites recommended by responsible adults such as your parents or teachers
* Ensure I get the proper permission or license when downloading files from the Internet
* Share only legal files with my friends or fellow classmates
* Check with a responsible adult first before buying any items online
* When chatting be wary of strangers, and do not respond to people you do not know
* Just like going outside your house, let your parents know which sites you’ve been to and the people you have been communicating with online. It is important that your parents are informed of your activities online.

**Steps you can you take to help ensure that your computer is protected:**

* Use of anti-virus software; keep your software updated
* Don’t open emails or attachments from unknown or suspicious sources – when in doubt delete the entire message, including attachments
* Use firewall software
* Use hard-to-guess passwords; don’t share your passwords and don’t use them in more than one place
* Regularly back-up your data
* Don’t share your computer with strangers
* Disconnect your computer from the Internet when not in use