

Responsible Use of Computers, Technology & Personal Devices

School Computer and Technology Use

Electronic resources are available to students through the Learning Commons as well as in connection with various courses. These devices are meant to be used for educational purposes: writing, completing research, developing presentation and communication skills, advancing technology skills, enhancing learning and teaching, and conducting valid school business. Technology use is a privilege, not a right, and the expectation is that it will be used in a responsible, efficient, ethical, and legal manner. Equipment is shared and all users are asked to follow the user policy for everyone's benefit.

Nine Elements of Digital Citizenship

Users of district based network services will have the knowledge, skills and abilities that allow users to:

- Be able to responsibly participate in a digital society provided to them when they access district network resources.
- Provide the self-protection required to buy and sell in a digital world.
- Digitally communicate safely and appropriately through multiple methods.
- Use digital technology collaboratively and demonstrate critical thinking in its use.
- Consider others when using digital technologies.
- Protect the rights of others and be able to defend their own digital rights.
- Consider the risks (both physical and psychological) when using digital technologies.
- Abide by the laws, rules, and district policies that govern the use of digital technologies.
- Be custodians of their own information while creating precautions to protect others' data as well.

School Computer and Technology User Guidelines

1. **NO FOOD:** There is no gum chewing, drinking, or eating around the school Chromebooks.
2. **HANDLE EQUIPMENT WITH CARE:** Do not run with the laptop or cart or use it any way that may cause physical damage to the device or equipment. Please ensure that equipment is securely positioned when in use and properly stored when finished using.
3. **DO NOT PLAY GAMES ON THE CHROMEBOOKS:** Unless sanctioned for classroom use to achieve curricular outcomes by the teacher.
4. **DO NOT DOWNLOAD ANY SOFTWARE:** You must get permission to download any software or apps on the computers.
5. **USE THE INTERNET PROPERLY:** Playing games, using chat apps, or using YouTube is prohibited unless authorized by a teacher for classroom purposes. Do not access web sites featuring pornographic, discriminatory, or hateful content.

6. FOLLOW E-MAIL PROTOCOL: Electronic mail is not guaranteed to be private. System administrators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and will result in appropriate disciplinary measures.
7. MAINTAIN YOUR PRIVACY: Never reveal your home address, home phone number, or the phone numbers of any other individuals. Notify your parent(s)/guardian(s) and teacher if any individual is trying to contact you for illicit or suspicious activities.
8. HELP MAINTAIN YOUR WORKSPACE: Report any problems you notice with software or hardware, and any evidence of vandalism.

UPHOLD COPYRIGHT LAW: The Internet can be a great source of inspiration. Do not copy the work of others, and give credit to all sources and references that you have used.