

Digital Citizenship Guidelines

Dear Parents & Students:

Our school's Electronic Device policy states, in part, "It is the student's responsibility to ensure that all electronic devices are not in use at any time during class hours. A student may not use cellular phones for any reason in school buildings unless authorized to do so by the principal."

Because this class has and will continue to utilize BYOT (Bring Your Own Technology), the teacher will notify students of the specific times and allowed uses of devices such as e-readers, smart phones, laptops, student response systems ("clickers"), and etc. **Please take the time to read these Digital Citizenship Guidelines carefully and sign at the bottom of the 2nd page.**

The objectives of these guidelines are to...

...teach students appropriate digital citizenship behaviors and how those vary in public and private settings,

...provide an engaging environment while preventing distractions from the learning process, and

...protect the privacy of students, employees, and visitors to our school.

General

1. **Students will never use any classroom technology (any technology a student owns and chooses to use in class and/or any technology owned by the school) to bully, intimidate, harass, or threaten other students or adults.**
2. Students will use classroom technology **for learning purposes only**. Students will use **school-appropriate** words and online content at school. A good way to tell if it is school appropriate or not is this: if you have to ask yourself if it is school-appropriate, it probably isn't.
3. Students will **be responsible for protecting their own work and privacy by logging off and/or turning off technology hardware** at the end of class (when used).
4. **Students who choose to bring their personal electronic devices to school are responsible for their safe keeping.** The school, faculty, and staff are not liable for electronics lost or damaged. The safest place for such devices is at home.

Mobile Devices

5. Students will keep all mobile devices (phones, smart phones, tablets, e-readers, music players, gaming devices, etc.) **powered down (off) during tests and put away in student's bags.**
6. **Students will keep all mobile devices on silent and out of sight at all times while in class (wherever it meets) EXCEPT** for times the teacher specifies or the student asks permission to use the device and provides a valid reason as to how it will contribute to learning the day's objectives.
7. **Any student who choose to use his or her own mobile device(s) in class understands that the teacher will view the device's screen, on occasion,** while the device is in use and in the student's possession (in hand or on desk), to verify that these guidelines are being followed.
8. Students will **NEVER use the photo, video, audio recording*, or social media functions of their mobile devices** during class. *Students may ask on an individual basis about audio-recording certain lessons with the teacher's permission and knowledge.
9. Students are encouraged to bring ear buds or head phones for use **ONLY** when the teacher verbally or in writing specifies on that class day.

10. Students who choose to use their own mobile devices in class **understand that the teacher has the right to view the device's screen**, while the device is in use, to verify that these guidelines are being followed.
11. **A first time violation** of any of these guidelines will result in the student's turning off the device and giving it to the teacher, who will deliver it to the principal's office for the student to retrieve per the principal's/school's guidelines. A student's refusal to turn off and hand over the device will increase the severity of the consequence.
12. **A second time violation** of any of these guidelines will result the above consequence plus a 15 minute detention with the teacher.
13. **A third time violation** of any of these guidelines will result the consequence above plus loss of all computer/mobile device privileges from the date of the violation until the end of the next calendar month (a student who violates the policy on Sept. 15th would lose the privilege to use mobile devices and computers in this class through Oct 31st).

Computers, Interactive Whiteboards, Student Response Systems (clickers), etc.

1. Students will **help preserve school resources** by turning off computer monitors at the end of class; turning off clickers student response systems when not in use, printing **ONLY** the pages needed by using "print selection"; proofreading carefully before printing their work **ONCE**.
2. **Students may not tamper with mobile devices, computers, or peripherals belonging to others or the school.** Tampering in this sense includes but is not limited to touching and/or using another's device/computer without permission, disabling or damaging a device, computer or peripheral, or any other action that results in loss of property or instructional time.
3. Students who tamper with or damage such technology (see #13) will be given consequences based on the severity of the tampering/damage. **The consequences could range from suspension of technology privileges from a day to the rest of the school year. Principals may give additional consequences.**
4. Note: According to our school's **Student Handbook, Electronic device offenses shall be handled as follows:** 1st Offense: 2 sessions of detention; 2nd Offense: 4 sessions of detention; 3rd Offense & beyond: Appropriate In-House placement or suspension step."

Parents and students, please sign below that you have read and understand these Digital Citizenship Guidelines.

Due date _____ **Points worth (must have both signatures for credit)** _____

Student Signature

Parent/Guardian Signature

Date