



## Technology Responsible Use Policy for Middle and High School Students

### Students

Students in the Shawnee Mission School District will be provided access to technology for educational purposes. Students must follow the established guidelines for responsible use of technology in order to maintain the privilege of access to technology.

The following responsible use guidelines have been established for all middle school/high students in the Shawnee Mission School District.

### Digital Citizenship

Good digital citizenship is good citizenship. Good behavior and citizenship are expected of all students and staff whether activity is in person or online, whether in the hallway or in a digital learning environment (Google Drive, iCloud, Moodle, etc.). The following rules of citizenship should guide all use of technology and connectivity in the Shawnee Mission Schools:

Secondary Expectations	
	Digital Citizenship
Safe	<ul style="list-style-type: none"> <li>• Demonstrate online safety</li> <li>• Demonstrate cyber security</li> <li>• Immediately report cyber predators and cyber bullying to an adult</li> <li>• Keep personal information confidential</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>• Use proper netiquette</li> <li>• Follow copyright guidelines</li> <li>• Cite sources to identify ownership of intellectual property</li> </ul>
Responsible	<ul style="list-style-type: none"> <li>• Demonstrate appropriate care and use of materials and equipment</li> <li>• Charge device(s) daily</li> <li>• Use device for educational and school purposes only</li> <li>• Evaluate databases, apps, and websites for content, credibility, relevance, validity, and bias</li> </ul>

### Equipment Use

Students will be expected to follow all directions given concerning the appropriate use of technology. Students should review the appropriate technology usage policies and sections of the student handbook related to technology usage. The equipment must be used carefully to ensure that it continues to function properly. Any student guilty of abusing the equipment or taking any action that would alter the proper functioning of the equipment will be disciplined and charged with the cost of repairing or replacing the equipment. Information may be found on the SMSD Digital Learning Initiative Website.

## **Internet Use**

Students will be given access to the Internet and will be expected to access sites that are appropriate for the educational assignments given pursuant to the acceptable usage policy and student handbook. Students who access or attempt to access pornography, obscene materials, or other sites not related to an educational assignment will be disciplined and denied Internet access for a specified period of time.

## **Security**

All students will be given a username and a password. Passwords must be kept confidential at all times. District security will allow for the tracking of all computer activity by username and password. Therefore, students are not allowed to log in using another person's username and password. A student who uses another person's username and password or allows someone to use his/her username and password will be disciplined and denied computer access for a specified period of time.

## **File Sharing**

Copyright laws protect various forms of software, music, and video files. Students are not allowed to download software, music, or video files at school, unless appropriate fees have been paid and the downloading process is supervised by a teacher or administrator. Files not protected by copyright laws may be shared provided the information is for educational purpose and contains appropriate material. Any student guilty of downloading or sharing copyright protected files or attempting to download or share such files or install inappropriate software will be disciplined and denied access to district provided digital devices for a specified period of time.

## **Consequences of Misuse**

Students guilty of misusing the school's technology will receive consequences according to the nature and severity of the misuse. Consequences will be similar to the consequences for violating other school rules and may include being given limited or no access to technology for a specified amount of time.

## **Signature of Acceptance**

Parent/Guardian and student signature will be required for technology usage throughout the district. By signing and accepting this Technology Responsible Use Form, the parent and student acknowledge and agree to follow and abide by the District's and School's acceptable technology use policies. Copies of the technology policies are available upon request. (Board of Education Policy References IIBE, IIBF, IIBG.)