

Lower School Responsible Use Agreement *for digital tools*

Along with opportunity comes responsibility

At FAIS we are committed to providing an environment that encourages the use of digital tools as essential to support our educational mission. Students are responsible for their use of digital tools, and the Code of Conduct must be followed at all times.

Digital tools refers both to hardware (including chromebooks, desktop computers, printers, scanners), and to software, apps, FAIS network and internet resources.

This agreement applies to any use of FAIS digital tools whether this access occurs with school-owned equipment or personal devices. This applies both on and off campus.

I will be a responsible digital citizen while using FAIS digital tools, and I agree to follow these rules in accordance with the Code of Conduct:

- I will use FAIS digital tools for school work and school-related activities only.
- I will use all digital hardware carefully and respectfully.
- I will not damage, change or tamper with the hardware, software, settings of computer hardware or the network.
- I will respect the work and files of others, and agree not to open, copy, change, delete or damage files or folders that are not mine.
- I will not share my password with others; I understand that I am responsible for all activity in my FAIS accounts.
- I will not use others' network accounts.
- I will contact a teacher or administrator immediately if I cannot access my own accounts.
- I will share collaborative work with my peers as specified by my teacher(s).
- I will report evidence of cyberbullying to a teacher or administrator.
- I will log off a computer and shut down a Chromebook before I step away.
- I will not give out personal information about myself, my peers or my school on a public Internet site, including full names, passwords, home address, phone number, photos, audio files or videos.
- I will not sign in or create new accounts for online resources not provided by the school.
- I will give credit to the creator of ideas, photos, images, music or videos I use in my school projects by creating a properly formatted bibliography.
- I will communicate and collaborate online responsibly and respectfully.
- I will only print what is needed for my school work.
- I will always assume good intent and respond accordingly.

If I violate this agreement, consequences may include:

- temporarily disabled FAIS account
- loss of digital privileges
- other appropriate consequences

Student Name _____ French Teacher's Name _____

Grade level _____

Student signature _____ **Date** _____

Parent signature _____ **Date** _____

All students and parents need to renew this agreement each school year.