

# MARET

2019-2020 Lower School

## RESPONSIBLE TECHNOLOGY USE POLICY

### GRADES K-2

Technology is a big part of our lives. It helps us learn, connect with others, and share what we know. It is important to develop good habits to use technology respectfully, both at school and at home.. All students must follow these guidelines or risk losing technology privileges on campus.

#### **I will:**

- Gently handle all Maret computers, iPads, and other equipment.
- Use apps and programs only with teacher permission.
- Only “open” and work on my own work.
- Share what I have learned using my own words.
- Tell an adult if I see words or pictures on my screen that are unkind or make me feel uncomfortable.
- Use kind words online. I will remember that my actions reflect who I am and my school.
- Only speak for myself online and will not pretend to be someone else.

### GRADES 3-4

The technology in our lives helps us learn as individuals, allows us to be creative and excellent students, connects us to others around the world and brings us joy. These guidelines are meant to help Lower School students use technology with respect and integrity. It is important that all students follow these guidelines, or they risk losing computer privileges on campus.

#### **Using Technology**

##### **I will:**

- Show respect for and gently handle all Maret technology devices (for example: desktops, laptops, iPads, microphones, projectors, document cameras).
- Use the school’s computers only to do school work or school-related activities.

##### **I will not:**

- Change the settings.
- Bring personal electronic devices (cell phones, iPads, iPods, laptops, gaming devices, cameras, etc.) to school. E-readers are allowed with permission.

#### **Being a Respectful and Responsible Online Citizen**

##### **I will:**

- Tell an adult right away if I find words or pictures that make me feel uncomfortable.
- Search for information using the library webpage or other teacher-approved sites.
- Give credit for information I get from the web.
- Remember that what I write always reflects Maret and who I am.

##### **I will not:**

- Be mean to or tease someone online. Saying or writing “I was just joking!” is not an excuse.
- Be mean, even if I get a mean message.

- Go on social-networking sites at school such as Instagram, ClubPenquin, Webkinz, Minecraft, etc.
- Search on Google without permission or without adult supervision.
- Share my password with my friends and classmates.
- Give out my passwords except to a parent or teacher.
- Send my picture or give my name, address, phone number, etc. to anyone.
- Post fake information about myself.
- Talk to strangers online.
- Click on pop-up windows or advertisements.

## **FOR PARENTS**

We request your support in adhering to these guidelines at home. Please carefully review them with your child.

### **We recommend:**

- You be present for and aware of computer use. Computers, cell phones, and tablets (iPads) should be used in common areas. Computers in unsupervised areas such as bedrooms are strongly discouraged for Lower School students.
- You set up rules with your child for going online: time of day, how long to stay online, and appropriate websites and communication tools to use.
- Students use Maret's Lower School Library webpage for research. Seeking information using search engines (Google, Yahoo, etc.) or unfiltered websites such as YouTube should be done with adult supervision.
- You be in dialogue with your child about the possible ramifications of anything communicated over the Internet.
- You model good behavior with your own use of cellphones and other technology.