



Digital Citizenship Agreement

Middle & High School - 2021-22

Technology at Colegio Roosevelt, the American School of Lima, is an integral part of the school mission, vision, and core values. The Digital Citizenship Agreement (DCA) applies to all technology devices that students use for learning at school campus or at home. This includes, but is not limited to laptops, desktops, tablets, phones, etc.

The use of digital devices and access to the school's infrastructure, software and information systems is considered a privilege and requires responsible use. The following guidelines are meant to help students be responsible digital citizens.

Digital Citizenship and Integrity



I find balance in my digital life by:

1. telling a teacher/parent/trusted adult if I'm struggling with media use, have made a mistake online, or need help.
2. valuing time in the real world and understanding that excessive interaction with others through technology alone is unhealthy.



I protect my privacy and security by:

3. knowing total security and privacy on the internet is never guaranteed.
4. understanding passwords protect my online identity, creating strong passwords and keeping it private.
5. setting my privacy settings in all apps to avoid strangers from accessing my location or personal data.
6. knowing that people can pretend to be anyone online, and being cautious about information I share with others.



I build a positive digital footprint by:

7. understanding my digital footprint is a reflection of who I am; it could harm my reputation and others may judge me on it.
8. being aware that whatever I share online can spread fast and far.
9. knowing that posting anything online means losing control of it because the internet is a public space.



I take care of my communications and relationships by:

10. only inviting people I know in the real world to be my friends in the online world.
11. treating others with respect in the hope that others will treat me in the same way.
12. communicating online the way I do in person.
13. asking teachers for permission to: listen to music and watch videos, message or chat, use social networks, use online games in class.



I put a STOP to online meanness by:

14. reporting any attacks or inappropriate behaviors directed at me or others. I know that my actions can impact others greatly.
15. asking for permission before recording, photographing, or sharing anything about other people.
16. staying away from accessing, storing, sharing or displaying inappropriate content.



I model academic honesty by:

17. knowing that accessing other user accounts is forbidden and unethical.
18. giving proper credit to the author or artist whenever I use, reference or share someone else's work.
19. knowing that not everything I read, hear, or see online is true. Being critical about whether a source or author is credible.
20. understanding that legal licensing is required for all software used on digital devices for school work and communication.

Social Media Guidelines



I use age-appropriate apps and web tools.



I check app and software privacy settings.



I may post photos but not first or last names.



I am a good digital citizen

Individual students may **not** use their amersol emails to open personal social media accounts.

Student groups or students representing a Club must ask for authorization from their teacher supervisor or Principal before opening social media accounts or requesting specific emails.

All FDR student clubs' social media accounts should be used for educational purposes only.

Student's Commitment



External Care - I ...

1. safeguard my laptop with a protective case, sleeve and label it with my full name.
2. charge my laptop completely prior to arriving at school.
3. store my laptop securely when not in use.
4. avoid close proximity to food and beverages when using technology.



FDR Security - I ...

1. install the [required legal software](#) and run antivirus scans and repairs regularly.
2. backup my device regularly through online or external storage.
3. use the software and systems provided by FDR, such as Google Drive, for education purposes only.
4. access the FDR-Students wifi for school work and communication only, which is monitored by the Technology & Learning Innovation team. I avoid using hotspots via mobile phones as this causes interference with FDR's wireless infrastructure.
5. avoid illegal downloads (such as bit-torrents and others) as these can bring malicious viruses and malware that are harmful to my device, my data and the FDR wireless infrastructure.



Damage

1. Extended warranties and insurance are the owner's responsibility and are highly recommended for all laptops.
2. Repairs and replacements are a key responsibility for the owner of the device.
3. Students without a device due to damage can request a loaner Chromebook from the Library checkout area. Please email the [<ithelpdesk@amersol.edu.pe>](mailto:ithelpdesk@amersol.edu.pe) to kindly request one.

The IT Help Desk **cannot** provide technical support to devices **not owned** by Colegio Roosevelt, such as BYOL student laptops and parent devices. If your laptop malfunctions or gets damaged, the Help Desk will recommend for you to contact a technician of your choice in Lima.

By signing below, I agree to adhere to the Digital Citizenship Agreement on page 1 and to the Student's Social Media Guidelines and Commitment on page 2. I understand that breach of this DCA will result in disciplinary action by the school, as outlined in the behavior guidelines in the Middle and High School Student Handbook, and potential legal action.

Student Name _____

Student FDR Username _____ Grade: _____ Date: _____

Student Signature _____

DCA Form bitly

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