



# Student Responsible Use Policy 2021-2022



A good digital citizen at ECS acts with honor and focuses on safety.

### To act with honor, I will:

1. Use and care for my device and accessories carefully.
2. Always treat others with respect, both online and offline.
3. Use technology to connect people positively and not to bully or harass others.
4. Refrain from accessing another person's account or files or deleting the work of others.
5. Ask for permission before taking and sharing photos or videos of others.
6. Only view, copy, or search for appropriate information and pictures.
7. Use copyright-free materials and credit copyrighted material I use and cite resources and media I did not create.
8. Use technology for academic purposes while in the classroom.

### To practice safety, I will:

1. Keep all personal information private, including login and password information.
2. Notify an adult if someone or something makes me feel uncomfortable or harassed.
3. Refrain from forwarding or sending unwanted communications to others.

### As a good Digital Citizen, I understand:

1. My use of technology owned by ECS and access to internet resources is not private. Teachers, technology staff, and administrators may review my device, app and internet history, and files at any time, including personal devices used at school or devices used to access online school resources.
2. All content I create and share online should represent me positively. I understand it could be accessed by anyone in the world including my peers, parents, and teachers.
3. I will report any damage done to my device or accessories as soon as possible to the technology staff.
4. I will return all **given** equipment at the end of the year and will be charged for missing or damaged items. **(Prices: iPad: \$400, Case: \$120, Apple Pencil: \$89, Apple Pencil tip: \$5, Apple Pencil Cap: \$10, Crayon: \$50, charging brick: \$20, charging cable: \$20) Generic items (such as pencils, crayons, chargers and cables) will not be accepted upon return.**

Student's first and last name (Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

**This form must be signed and returned to the student's first period teacher.**