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# TAIPEI AMERICAN SCHOOL

## LOWER SCHOOL ACCEPTABLE USE POLICY

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Students in grades KA-5 at Taipei American School use technology to enhance their learning experiences and develop fluency for the 21st Century. Students will learn to make smart choices so that they can grow into responsible, respectful, and safe citizens on digital platforms.

### *Honesty - I will*

- only log on as myself and I will never pretend to be another person.
- work only on the programs and websites that my teacher or guardian tells me I may use.
- only use someone else's work (photos, videos, music, text, etc.) with their permission and always give them credit.
- only use programs that I am legally old enough to use.

### *Responsibility - I will*

- ask an adult before using any technology (e.g. classroom technology and hallway printers).
- be careful with all technology equipment.
- keep safe by not sharing any private information online (e.g. last name, address, phone number, birthday, age, schedule).
- always inform a teacher or adult when I see a pop-up or something on the screen I do not understand.
- shut down programs and return technology equipment properly when I am done.

### *Respect - I will*

- respect the work and files of others and agree not to open, copy, change or delete files that are not mine.
- focus on my own work and not use technology to distract my classmates from their work.
- ask permission before taking and before posting someone's photo.
- think before I post: ask myself if what I am posting is respectful for a public audience to view.
- be respectful and thoughtful when commenting on other's work.
- only use emojis that match my words and my audience to further illustrate my comment.

### *Kindness - I will*

- use appropriate language at all times when using technology.
- not create or post anything rude, mean, or inappropriate online.
- leave comments that are kind and specific to the work I am commenting on.
- never use technology to hurt, frighten or bully others.

### *Courage - I will tell my parents or teachers if:*

- I do not understand what to do.
- I see something that upsets me on technology.
- I see someone using technology inappropriately.
- I realize I made a mistake with technology and need help fixing it.

### *For older grades...When using my school Google account - I will:*

- use it responsibly and respectfully (which includes emailing adults and students using proper email etiquette).
- delete any messages from people I do not know.
- not click on any links in emails or download any files unless I am confident they are safe.
- show an adult if I receive a message that makes me uncomfortable.
- only use my school email to log on or register for websites if my teacher has asked me to.
- only install or enable extensions with my teacher's permission.

**Student's Agreement:** I have read this policy. If I did not understand something, I asked an adult to explain it to me. I understand using technology is a privilege and to keep that privilege, I need to make smart, responsible choices. My signature means I agree to follow these guidelines to be a good digital citizen.

(signature)\_\_\_\_\_ (date)\_\_\_\_\_