



## Grades 3-5 Responsible Use Expectations for Technology

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### BE SAFE

- I will be sure an adult knows when I am using technology.
- I will keep my passwords private, except from my parents or teachers.
- I will tell an adult if I access something online that I know is inappropriate or makes me feel uncomfortable.

### BE RESPECTFUL

- I will respect technology devices by using and handling them with care.
- I will not eat or drink while using technology.
- I will respect others by not making inappropriate and disrespectful comments nor accessing their personal accounts.
- I will let a teacher know if a technology device is damaged or not working properly.
- I will make sure I have permission and give proper credit when I use someone else's work or ideas.
- I will tell an adult if I see someone not using technology in a safe, respectful, or responsible manner.

### BE A LEARNER

- I will only visit websites or use apps needed for my schoolwork.
- I will remember all devices are owned by the school and are only to be used for learning.
- I will print only when directed to do so by a teacher and will ask for help if a document doesn't print.
- I will keep a healthy balance between online and offline activities.

**Failure to follow these expectations may result in loss of access to devices, loss of account privileges, or other consequences as stated in the Code of Conduct. Completion of classwork remains the responsibility of the student.**