<table>
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<th>Stakeholder</th>
<th>Responsibilities</th>
<th>Next Steps</th>
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| Students          | 1. Follow the Student Responsible Use of Technology Policy (RUTP Flier—summary of policy)  
2. Report any inappropriate use of technology | 1. 3rd-8th grade students to sign the RUTP flier |
| Teachers          | 1. Teach a minimum of 3 Digital Citizenship lessons per year  
2. Address issues about appropriate tech use as they arise  
3. Monitor physically the online activity of students  
4. Assign students to sign RUTP flier every year  
5. Use online monitoring tools such as GoGuardian Teacher (5th-8th) | 1. Assign 3rd-8th grade students to read, discuss, and sign RUTP flier every year in the fall (Google Classroom or other way) |
| Coaches/TOSA's    | 1. Support teachers in learning classroom management strategies to support students in using technology appropriately |                                                                              |
| Principals        | 1. Review notifications of flagged incidents by students  
2. Talk to students and parents as incidents arise  
3. Provide consequences for inappropriate use  
4. Record the incidents on PowerSchool and label Discipline>Tech |                                                                              |
| Tech Team         | 1. Provide GoGuardian Teacher to 5th-8th grade staff  
2. Provide principals with PD on how to use the monitoring tools (Gaggle and GoGuardian) |                                                                              |
3. Create a procedure for teachers to request sites be whitelisted or blacklisted
4. Present at each site to students responsible use of technology with anecdotes
   a. Partner with Resource Officer/DA

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<tr>
<th><strong>District Administration</strong></th>
<th><strong>Parents</strong></th>
<th><strong>Resource Officer</strong></th>
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| 1. Create a Policy and Procedure for the district on how to handle incidents of inappropriate use | 1. Open line of communication with students  
2. Discuss family values | 1. Provide support to district and parents |