

TECHNOLOGY GUIDELINES

At Glenshire Elementary school we promote safe, kind, respectful, and responsible behavior while using technology.

Technology Type	Kind, Respectful	Safe	Responsible
TTUSD Issued Devices for In School Use	<ul style="list-style-type: none"> ● Use devices for educational purposes ● Follow class rules for device 	<ul style="list-style-type: none"> ● Treat devices with care to avoid damage ● Follow instructions ● Only access teacher approved sites ● Report to a parent or trusted adult if someone you don't know is trying to contact you or is harassing you online 	<ul style="list-style-type: none"> ● Use devices for educational purposes ● Be a good digital citizen ● Create a positive online reputation (footprint)
Personal Devices Brought to School	<ul style="list-style-type: none"> ● Use devices for educational purposes ● Follow teacher direction for personal technology use 	<ul style="list-style-type: none"> ● Keep in backpack or other designated area at all times ● Only use with staff approval ● TTUSD public internet access use only - (No hot spots, 3G or 4G network use) ● Report to a parent or trusted adult if someone you don't know is trying to contact you or is harassing you online 	<ul style="list-style-type: none"> ● Phone may be used under staff supervision during non-class time ● Be a good digital citizen ● Create a positive online reputation (footprint) ● Be aware of your screen time

Transportation Guidelines on Technology:

We understand the need and importance for communication with parents and/or the use of school district devices to work on homework while riding the bus. TTUSD and GES staff ask that you practice good digital citizenship while on the bus and remember Rule #13 of the Transportation Guide: **Taking pictures or videos on the bus is prohibited.** Technology can be withheld for the duration of the bus ride if the technology guidelines are not followed. Always follow the school and district guidelines of being safe, respectful, and responsible with technology on the bus.

If you need information in regards to being a good digital citizen, please refer to the following websites:

Safe Smart Social: <https://goo.gl/A05HeE> Common Sense Media: <https://goo.gl/hO29hr> Home internet security: <https://goo.gl/Xe2cSR>

Parents and Guardians:

The best way to use a device safely is to monitor use: screen time, appropriate apps, and appropriate websites. Talk with your child about what is appropriate, be clear with your expectations for the use of technology and how to be safe, kind, respectful, and responsible. As always, communication is key. If you have any questions about technology please contact your child's teacher or administration.