

Digital Use Form - Elementary/Intermediate

Series I - Instruction

Digital Use Policy

Policy # IME-E1

FILE: IME-E1

DIGITAL USE FORM - ELEMENTARY/INTERMEDIATE SCHOOL STUDENTS

As a part of my schoolwork, my school gives me the use of Chromebooks. I understand that the use of all technology is a privilege. My behavior and language are to follow the same rules I follow in my class and in my school. My school gives me a Chromebook to use for learning. When using my Chromebook, my words and behavior should be kind and appropriate.

To help myself and others, I agree to the following:

- I will use school technology only with a teacher's permission.
- I will use school technology only to do school work, whether at school or outside of school, and not for any other reason.
- I will not create or store material that is not related to my schoolwork.
- I will not share my password with anyone other than my teacher or parent/guardian, and I will not ask for or use anyone else's password.
- I will practice online safety and not use school technology to share my address or telephone number, or any other personal information about myself or anyone else.
- I will not upload, link, or embed an image of myself or others without my teacher's permission.
- I will not create or use images of others without my teacher's permission.
- I will be polite, considerate, and use appropriate language when I use school technology; I will not use it to annoy, be mean to frighten, threaten, tease, or bully; I will not use inappropriate words or any other rude language.

- I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion, or gender.
- I agree to tell an adult if I read, see, or access something inappropriate or if I witness inappropriate use of technology.
- I will respect the work of others and not take credit for other people's work.
- I will not access another student's files and folders without their permission.
- I will only share my own files and folders when asked by my teacher.
- I will treat school technology with care and protect it from damage.
- If I have or see a problem with school technology, I will tell the teacher.
- I will allow teachers to look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use technology.
- I know that the conduct that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education, and if I break the rules there will be consequences in school.
- I will only use websites and apps that are approved by teachers.

User Responsibilities:

I acknowledge and agree to follow these guidelines: I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly. I also understand the school network and email accounts are owned by Bourne Public Schools and that Bourne Public Schools have the right to access any of the information used through these services at any time. I understand that these Responsible Use Guidelines also apply during school excursions, camps, extracurricular activities and school issued devices that are used off school grounds.

Approved 6/5/24