Digital Use Form - Middle/High

Series I - Instruction

Digital Use Policy

Policy # IME-E2

FILE: IME-E2

DIGITAL USE FORM - MIDDLE/HIGH SCHOOL STUDENTS

By reading this Digital Use Form I acknowledge that I understand the following:

• I am responsible for practicing positive digital citizenship including appropriate behavior and contributions on websites, social media, discussion boards, sharing sites, and all other electronic communications.

• I am responsible for treating others with respect and dignity. I will not send and/or distribute hateful, discriminatory, or harassing digital communications of any kind. I understand that bullying in any form, including cyber bullying, is unacceptable.

• I am responsible for keeping personal information private. I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings. I will be aware of privacy settings on websites that I visit.

• I will abide by all laws, this Digital Use Form, and all District guidelines set forth by Student and Caregiver Handbooks. I understand that what I do and post online must not disrupt school activities or compromise school safety and security. I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

• I am responsible for my passwords and my actions when using District accounts. I will not share any school or district usernames and passwords with anyone. I will not access the account information of others.

• I am responsible for my verbal, written, and artistic expression. I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

• I am responsible for accessing only educational content when using BPS technology. I will not seek out, display, or circulate material that is hate speech, explicit, or violent. I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.

• I am responsible for respecting and maintaining the security of BPS digital resources and networks. I will not try to get around security settings and filters, including through the use of proxy servers or VPNs to access websites blocked by the district. I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any BPS devices.

• I will not use the BPS network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

• I am responsible for taking all reasonable care when handling BPS equipment, including the Chromebook that is assigned to me. I understand that vandalism in any form is prohibited. I will respect my and others' use and access to BPS equipment.

• I am responsible for respecting the works of others. I will follow all copyright guidelines. I will not copy the work of another person and represent it as my own and I will properly cite all sources. I will not download illegally obtained music, software, apps, and other works. I understand all BPS trademarks, logos and symbols are for school district use only.

• I am responsible for the data I create and for protecting it. I understand the district provides me with a Google account to save and store all my data and files.

• I am responsible for making sure I use Artificial Intelligence in an ethical way, in order to avoid issues of academic honesty and plagiarism. All policies related to academic honesty and plagiarism apply to the use of AI systems by students.

• 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.

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; Revised 2/5/25