Acceptable Use of Technology Policy

For the first section of the policy, rewrite the policy into student friendly language.

Formal Language	Student Friendly Language
The district provides students with access to various forms of technology (computers, mobile devices, etc.), its network and the Internet in order to enhance their educational experience both in and out the classroom.	
Student use of technology, the district's network and the Internet are governed by board policy, including policy 6:235 (Access to Electronic Networks), policy 7:180 (Preventing Bullying, Intimidation and Harassment) and policy 7:190 (Student Discipline).	
Students are responsible for exhibiting the same good behavior on the district's technology, network and Internet that they are expected to display on school property and/or during school-sponsored events and activities.	
They will not use these resources for personal purposes or to access non-educational materials.	
Students who disregard the district's policies that govern the use of technology may have their privileges suspended or revoked. They may also face disciplinary action.	

For the following section of the policy, please provide examples of inappropriate use.

They will also not • send or display offensive messages or pictures;	
• use obscene or inappropriate language;	
• harass, insult, or attack others;	
• damage computers, mobile devices, computer systems, or computer networks;	
• break copyright laws;	
• use another user's password or attempt to decode another user's password;	
• misrepresent themselves or trespass in and/or modify another user's folders, mail, work, or files;	
• waste limited resources;	
• or give out personal information.	

Family iPad Contract

Directions: Students and parents work together to answer and discuss each question about home iPad use. Please return this completed and signed form the following day in order to receive your iPad mini.

Question	Answer	Parent Initials
1. Where can I use this device?		
2. When can I use this device?		
3. What can I use this device for? List two acceptable uses at outside of school.		
4. What role do my parents/guardians have in following the acceptable use policy?		
5. What login accounts are acceptable?		
6. I can keep my personal information private by…		
7. What is your plan for ensuring that you come to school **every day** with a **fully charged** ipad?		
8. When my ipad is not in use or charging, where can I keep it?		
9. What should I do if my iPad is broken, stolen, lost or is malfunctioning?		
10. What other questions do you or your families have about acceptable use related to the ipads?		

I understand the policies for acceptable use of my school-issued iPad. I am aware that this document must be completed and returned before I can receive my school iPad.

Student Signature: _____   Parent Signature: _____

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● use another user's password or attempt to decode another user's password;	
● misrepresent themselves or trespass in and/or modify another user's folders, mail, work, or files;	
● waste limited resources;	
● or give out personal information.	

Family iPad Contract- <u>Teacher Answer Key</u>

Directions: Students and parents work together to answer and discuss each question about home iPad use. Please return this completed and signed for the following day in order to receive your iPad mini.

Question	Answer	Parent Initials
1. Where can I use this device?	*Depending upon parent comfort level, answers may vary* **Any location is possible depending on the purpose of use and the safety/care for ipad.*	
2. When can I use this device?	*Depending upon parent comfort level, answers may vary* ** Any time is possible depending on the purpose and use. The student and parent should work together to identify a time that works with their family.*	
3. What can I use this device for? List two acceptable uses at outside of school.	*For any school related use ensuring that the student is taking good care of the device.*	
4. What role do my parents/guardians have in following the acceptable use policy?	*Parents will offer students guidance based on what is acceptable use and care in their own environment.*	
5. What login accounts are acceptable?	*Only school-issued accounts. All apps are only accessible with the student's school-issued google account.*	
6. I can keep my personal information private by…	*Not sharing my log-in information or my ipad with anyone but my parents/guardians/teachers.*	
7. What is your plan for ensuring that you come to school **every day** with a **fully charged** ipad?	*After homework completion, charge iPad in identified spot where I will be sure to remember to pack it the next day.*	
8. When my ipad is not in use or charging, where can I keep it?	*In a safe spot where it won't be damaged and I'll remember to bring it to school.*	
9. What should I do if my iPad is broken, stolen, lost or is malfunctioning?	*Tell any teacher as soon as you know of an issue. Your teachers will provide you with further direction. (The district will provide a contact list and procedure for reporting any issues)*	
10. What other questions do you or your families have about acceptable use related to the ipads?		

I understand the policies for acceptable use of my school-issued iPad. I am aware that this document must be completed and returned before I can receive my school iPad.

Student Signature: _____   Parent Signature: _____

Things to keep in mind…
Before creating an iPad contract related to your child's school-issued device, talk about how the device will be used at home. Use the suggested guidelines below to help make sure that you and your child are on the same page.

Where, When, and How Long?
Decide where you are comfortable having your child use the device. Can they only use it in family spaces, like a family room or kitchen? Can they bring it into their bedroom or the bathroom? Can they use it at the dinner table?

Consider the difference between using a device for homework and using it for entertainment. Per the District 97 Acceptable Use Policy, your child is the only authorized user for this school-issued device.

Talk about what it means to "balance" time spent with technology, media, and other activities. What are some steps your family can take to balance screen time with face-to-face time? Do you want to make the dinner table a device-free zone, in which no family member (not even the adults) may use a cell phone, tablet, or computer? Do you want to set a curfew for when devices need to shut off?

Checking In
Explain that as the parent or caregiver, part of your job is to guide them. Identity ways to maintain open, honest communication with your child about their device.

Discuss how you will monitor the device. Do you want to check up on how they are using device? If so, how? Will you ask your kid to give you access to their emails, texts, IMs? Will you review their search history (which can be deleted) from time to time?

Talk with your child about the school-issued apps they will be using and accounts they will have. Ask them to show you their favorites, as well as the ones they use most. How do they work? What is so cool about them? How do these tools support their learning process?

Privacy Settings
Your child will be required and expected to use their school-issued google account username and password. Discuss the importance of not sharing passwords with others, and decide whether parents should be an exception to the rule.

Review privacy policies and privacy settings together. Make sure your child understand what private and personal information companies may or may not be collecting.

Care & Maintenance
Discuss what you consider to be responsible care and maintenance of what are often expensive tools. Where will the device be stored and charged at home? Why is it important to treat the device gently and not toss it or shove it into a backpack?

Outline the responsibility factor. Discuss what will happen and who is responsible if the device gets stolen, lost, or broken - even if by accident.

Communicating Responsibility Online
Talk about the difference between using the device to communicate with classmates for school-related work and entertainment.. What are the school's guidelines for appropriate use? How will you enforce similar expectations at home?
Discuss your family rules for what it means to be respectful to and respected by others. What does that look like? Use this as a springboard for a discussion about cyberbullying, privacy, and safety.

Adapted from Common Sense Media