



Responsible Use Policy for Technology

Saint Columbkille School is fortunate to have a connection to the Internet to supplement the other resources already available to staff and students. Through the Internet, the staff and students have the entire world at their fingertips.

The purpose of making technology available is to enhance teaching and educational discovery. Responsible use is an extension of the Saint Columbkille Partnership School Code of Conduct. Students are responsible for appropriate behavior while using computers and iPads throughout the school and when on the network. Appropriate network etiquette will be expected. Any infraction of network / computer / iPad use rules may lead to discipline as well as suspension of the use of the network / computer / iPad.

This wonderful resource brings with it additional responsibility. As Internet users, we must be aware of the many issues that surround the Internet. There are many valuable resources on the Internet that may not be found elsewhere. At the same time there are many sites that can be considered inappropriate for students and serve no educational value. It is the responsibility of all users, staff and students alike, to ensure that, at all times while Saint Columbkille Partnership School, the Internet will be under the supervision of school staff, **however, due to the nature of the Internet and evolving technology, even with supervision, students might get to an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher and return to the educational topic assigned.**

Cyberbullying is all forms of harassment over the Internet or other forms of electronic communication, including cell phones. Students will refrain from using communication devices or school property to harass or stalk another. All forms of cyberbullying are unacceptable and viewed as a violation of this policy. While this policy is in place, the school recognizes that violations may occur. Should violations of this policy occur, the school will take measures to address and remediate.

It is important that you and your children understand that any violation of this Responsible Use Policy (RUP) may result in the loss of Internet privileges or other disciplinary action similar to violation of other school policies. We ask that you work with your children in reinforcing the behaviors associated with the RUP and the attached student contract.

Students must follow the six conditions of being a responsible digital citizen:

A responsible digital citizen will:

1. **RESPECT YOURSELF** – I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the personal information and images that I post online. I will NOT be inappropriate. I will not visit sites that are inappropriate.
2. **PROTECT YOURSELF** – I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or my schedule of activities. I will report any inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **RESPECT OTHERS** – I will show respect for others. I will not use electronic media to antagonize, bully, harass, or bother other people. I will show respect for other people in my choice of websites.
4. **PROTECT OTHERS** – I will protect others by reporting abuse, not forwarding or sharing inappropriate materials or communications.

5. **RESPECT INTELLECTUAL PROPERTY** – I will request permission to use resources. I will cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate all information.
6. **PROTECT INTELLECTUAL PROPERTY** – I will request to use the software and media others produce. I use free and open source alternatives rather than pirating software. I will act with integrity.

Code of Conduct

- I AM RESPONSIBLE FOR MY GOOGLE ACCOUNT. I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
- I AM RESPONSIBLE FOR MY LANGUAGE. I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
- I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
- I AM RESPONSIBLE FOR THE DEVICE I AM USING. I will keep all food and drinks away from the devices. I understand that the devices are fragile and I will not put books on top of them. When carrying the device I will do so carefully, using two hands.
- **In an effort to work with the students in a collaborative way and to teach the students proper use of technology, the school may monitor and review Internet, e-mail, and other network use of each user.**

Cell Phone Policy

Saint Columbkille Partnership schools believes that it is important that the classroom setting should be free from distractions to allow for proper discourse and learning to take place. While cell phones and other electronic devices are valuable tools, improper usage can cause conflicts and distractions. Thus, the following policy regarding the use of cell phones and other electronic devices are in place:

Cell phone and other personal electronic devices must be turned off and turned in to your homeroom teacher each morning and will be placed in the designated secure location. Students may pick up the device when leaving the building for the day. If students need to make a call during the day they may ask for permission to use the phone in the office.

Phones/devices that are used, or are visible, will be confiscated by the classroom teacher/staff member and turned into the main office.

1st offense: Phone/device confiscated and may be picked up at the end of the day in the main office.

2nd offense: Phone/device confiscated and must be picked up by a parent/guardian at the end of the day in the main office.

3rd offense: Phone/device confiscated and must be picked up by a parent/guardian at the end of the day in the main office. A parent meeting will be scheduled to discuss further actions.

THINK before you act because your virtual actions are real and **PERMANENT!**

AGREEMENT	Student Initials	Parent Initials
Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teacher, future colleges, or employers to see.		
Follow the school's Responsible Use Policy when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. DO NOT share your password with anyone besides your teachers and parents.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is a good practice to hyperlink your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		
Parents are responsible for the cost of any damages incurred to the device while their child is using it.		

Print Student Name: _____

Student Signature: _____ Date: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____