

## Middle School and High School

### Learning Environment and Technology Use

The Port Townsend School District supports the rights of all students to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behavior of all members of the school community.

In our district we

- educate our students to be safe and responsible users of digital technologies through lessons in digital citizenship and cyberbullying;
- instruct students in Media, Technology and Information Literacies;
- raise our students' awareness of the ethical use of technology such as intellectual property, copyright, on line privacy and digital footprints;
- supervise and support students when using digital technologies within the classroom and establish clear procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities;
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed;
- respond to issues or incidents that have the potential to impact the well-being of our students including those reported through online services;
- know that some online activities are illegal and as such we are required to report this to the appropriate authority;
- maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA); and
- support parents'/guardians' understanding of safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; provide this Responsible Use Compact (RUC) and Parent Tip Sheets on the school district webpages.

This Compact is subject to periodic review. For the latest version check the district and school websites:

[www.ptschools.org](http://www.ptschools.org)

## Student Agreements

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in intentionally harmful, inappropriate or hurtful online behaviors);
- protecting my privacy; not giving out personal details, such as full name, telephone number, address, passwords and images, with the exception appropriate school contact information as directed by my teacher;
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent;
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online;
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviors;
- understanding these terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult;
- confirming that I meet the stated terms and conditions and completing the required registration processes;
- handling digital technology devices with care and notifying a teacher of any damage or required attention;
- abiding by copyright and intellectual property regulations;
- not downloading unauthorized programs, including games and videos or attempting to bypass internet filters;
- not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student;
- accessing only content that is appropriate for school and learning; and
- recognizing that these accounts are not private, administrators have access to student accounts, and that past versions of all content are retained in the cloud, so content should always be school appropriate.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times, by

- keeping devices on silent during class times; only making or answering calls or messages outside of class times (except when approved as part of a lesson);
- following my teachers' directions in the use of my device;
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided;
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding others' messages; and
- obtaining appropriate consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

## Student Email Guidelines

Port Townsend School District provides students with a district-owned Gmail account for learning, communication and collaboration.

### General Email Guidelines for Students

- Email is to be used for school-related communication, not personal communication.
- Assume that your email will be read by teachers and other District adults.
- Read and send email at appropriate times that don't interfere with class instruction.
- Emails should support academic honesty and integrity.
- Use only your account.

### Uses for district-owned Gmail Accounts

- Students are encouraged to check their district email at least once per day.
- Teachers may send email to their students to communicate reminders, course content, pose questions related to class work, and such.
- Students may send email to their teachers on teacher's Gmail account with questions or comments regarding class.
- Students may send email to other students to collaborate on group projects and assist with school classes as described by permissions, below:

### Student email permissions

Our Gmail system controls who email messages can be sent to and whom they can be received from.

- HS Freshmen and Sophomore students may email other HS students and all staff.
- MS students may email MS students only and all staff.
- Elementary students may email elementary students only and all staff.
- HS Juniors and Seniors may send and receive email outside the Port Townsend School District Domain for school purposes.
- If teachers have a project where an exception to the above permissions is required, teachers may request a temporary change in permissions for the duration of a project.

### Students Emails to Staff

- Students are encouraged to email staff concerning school-related content and questions.
- However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

### Email Monitoring

- Students should have no expectation of privacy and know that all email passes through a security system and may be flagged as inappropriate.
- Rules/filters monitor student email for profanity, harassment and other inappropriate content.

## Parent Support for Responsible Digital Media Use

The technology landscape has rapidly changed. Laptops, Chromebooks, iPads and e-books are regularly used by students and contribute to new ways of teaching and learning. You can support your child to develop habits of ethical and responsible use to:

### Stay Safe

- Talk to your student about not sharing personal information online, including name, address, phone number, photos and financial information; nothing posted online is private.
- Ask your student to set privacy settings on their devices to safeguard passwords.
- Ask your student to tell you or a trusted adult if they feel uncomfortable or pressured by someone online.

### Think First

- Discuss online behavior with your student, the importance of avoiding bullying, humiliation or upsetting others online or on their phone, and to tell a trusted adult if they see it happening to others.
- Remind your student that any posted information, photo or email can go viral and be shared without their knowledge and will remain on the internet.
- Encourage your student to properly give credit to authors and artists whose work they may use in completing homework or assignments.
- Discuss with your student that not everything online is true or accurate.

### Stay Balanced

- Encourage your student to set reasonable media time limits so they continue to enjoy other activities and the people in their lives.
- Talk with your student about their online interests.

## School Use of Personal Devices for Learning Grades 6-12

Port Townsend School District values equitable access to quality learning tools, technologies and resources for learning. As a result, the District provides students with technology for learning while at school. Some students may want to use their personal digital devices at school in addition to, or instead of district provided devices. The use of these devices will follow the Responsible Use Compact guidelines in the preceding pages. In addition, students and families agree to the following guidelines.

### Ownership

- The device is owned by the parents/student but is made available for student learning.

### School support

Support **will be** provided for

- set up and management of school student email accounts; and
- Google for Education applications.

Support **will not** be provided for

- connecting to home networks, or home devices;
- personal email accounts and settings;
- software issues; or
- hardware issues.

### Damage or loss of equipment

- The school is not responsible for damaged or lost personal devices.

### User responsibilities

- If a personal device is brought to school, students are responsible for adhering to this Responsible Use Compact when using the device at school, including during lunchtime and when not in the classroom.

## Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to)

- school-owned information and communications technology (ICT ) devices (e.g. desktops, laptops, printers, scanners);
- mobile phones and student-owned devices;
- email and any form of messaging;
- internet, intranet;
- social networking sites (e.g. Facebook);
- video and photo sharing websites (e.g. YouTube);
- blogs or micro-blogs (e.g. Twitter);
- forums, discussion boards and groups (e.g. Google groups);
- wikis (e.g. Wikipedia);
- podcasts; and
- video conferences and web conferences.

### Further acknowledgement

- Parents/students should be aware that files stored on the device, or on the school's server, are not private.
- The content of district provided email is not private, and district provided student email is to be used for learning purposes only.
- No one should have any expectation of privacy to the extent that files are subject to public disclosure law.

## Damage or loss of equipment

- Any problems, vandalism, damage, loss or theft of a district-owned device must be reported immediately to a teacher or administrator.
- If a school device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to such devices in the future.
- If a school device is damaged and the damage is not covered by the manufacturer's warranty, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

This Responsible Use Compact applies when digital technologies are being used at school, during school excursions, extra-curricular activities, and when students use school provided applications at home.

## Glossary

**Common Sense Media-** *Common Sense* is the nation's leading independent non-profit organization dedicated to empowering kids to thrive in a world of media and technology. <http://commonsense.org>

**Computer ethics-** Ethics is a set of moral principles that govern the behavior of a group or individual. Therefore, computer ethics is set of moral principles that regulate the use of computers. Some common issues of computer ethics include intellectual property rights (such as copyrighted electronic content), cyberbullying, privacy concerns, and how computers affect society

**Copyright-** Copyright is a legal means of protecting an author's work. It is a type of intellectual property that provides exclusive publication, distribution, and usage rights for the author

**Cyberbullying-** The use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature

**Digital citizenship-** Acting as a responsible and ethical member of a worldwide community linked by the Internet A digital citizen is one who understands human, cultural, and societal issues related to technology and practices legal and ethical behavior; advocates and practices safe, legal, and responsible use of information and technology; exhibits a positive attitude toward using technology that supports collaboration, learning, and productivity

**Digital footprint-** A digital footprint is a trail of data you create while using the Internet. It includes the websites you visit, emails you send, messages and photos on social networking and information you submit to online services. Once digital data has been shared online, there is no guarantee you will ever be able to remove it from the Internet

**District Gmail account-** A Gmail for Education account provided by the Port Townsend School District for students and teachers to collaborate and communicate for teaching and learning. The account is administered by the PT School District and has enhanced security and is limited to educational use. The District Gmail account is used by students in grades 3-12 and deleted after students graduate or leave the school district

**Domain-** A domain contains a group of computers that can be accessed and administered with a common set of rules. All computers used within the Port Townsend School District are required to be networked within the same domain so that the computers can be managed and located from a central server. Setting up a domain also blocks some outside traffic from accessing computers within the network, which adds an extra level of security. The domain name of the Port Townsend School District is ".ptschool.org" The domain for district Gmail addresses is "g.ptschools.org" with the "g" standing for Google.

**FERPA** (Family Educational Rights and Privacy Act of 1974) is federal legislation in the United States that protects the privacy of students' personally identifiable information (PII). The act applies to all educational institutions that receive federal funds

**Google for Education-** A suite of free productivity tools for classroom collaboration. It includes enhanced security features for schools, school district managed student accounts, student access to Drive, Docs, Slides and more, and is accessible to students for school work wherever they have an internet connection

**Identity theft-** A type of crime in which a person's private information is stolen and used for criminal activity

**Information literacy-** A set of abilities requiring individuals to: "recognize when information is needed and the ability to locate, evaluate, and use effectively the needed information."

**Intellectual property-** A work or invention that is the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, trademark, etc.

# Responsible Use Compact

**Online-** In general, when a machine is "online," it is turned on and connected to other devices. Recently, however, the term "online" usually means being connected to the Internet

**Private information:** Information that can be used to identify you, such as your name, Social Security number, address, email, phone number, etc.

**Responsible use Compact-** The Port Townsend School District agreement between the District, Students and families to guide the safe and ethical use of technology for teaching and learning

**Username:** A name you make up so that you can see or do things on a website, sometimes called "screen name". A username uniquely identifies someone on a computer system. Many websites allow users to choose a username so that they can customize their settings or set up an online account. Usernames are not private and should not contain private information

**Virus protection-** Software used to protect computers and networks from small programs or scripts that can negatively affect the health of computers. Sometimes called an antivirus, it is a type of utility used for scanning and removing viruses from your computer

Definitions from <http://techterms.com>, <https://www.common sense media.org>, and Google for Education <https://www.google.com/edu/products/productivity-tools/>

Additional resource:

Common Sense Media, a non-profit organization dedicated to empowering kids to thrive in a world of media and technology. <https://www.common sense media.org>



# Responsible Use Compact

Return this page ONLY. Keep this Responsible Use Compact for reference.

## Student Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behavior set out within this agreement.

I understand that there are actions and consequences established within the school's student behavior policy if I do not use the technology responsibly.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

School name: \_\_\_\_\_

## Parent/Guardian Signature

I understand my child is responsible to abide by the RUC and I will support their appropriate use of technology.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Date: 6/21/18.**