



## **CPS Acceptable Use of Technology Policy**

Technology offers exciting, innovative ways to apply and extend learning. CPS provides students with a wide range of meaningful experiences with technology. The school also embraces the goal of teaching students responsible technology use.

The guidelines in this policy articulate the current expectations and rules for technology use at CPS. If students do not follow these guidelines properly, they will be guided to reflect on their impact and repair any harm caused. If a student repeatedly does not follow these rules and guidelines, they may lose the privilege of using school technology. We expect students to join us in keeping the school's core values at heart as we experience the rewards and challenges of evolving technology.

School technology is to be used for educational purposes only. If in doubt, and when venturing into an activity not covered in these guidelines, students should always ask the permission of a teacher. At times, teachers will instruct classes to use technology in ways not detailed in these guidelines. In those cases, the student will be using the technology responsibly as guided by the teacher.

As a digital citizen, I understand the expectations as follows:

- 1) Technology use for school is a privilege. Not all students have access to the same technology or use technology the same way. It is okay if others use technology differently than I do. I will not make changes or modifications to devices that would impact my own or others' ability to use them.
- 2) The technology CPS provides is to help me with my learning and work for school. It is not supposed to be used for non-school things.
- 3) I will not respond to messages that are mean or make me feel uncomfortable. If I get a message that is inappropriate, I will tell an adult.
- 4) I will not buy things online.
- 5) My technology use can impact other people. I will make sure that all of my actions have positive effects on others. When I use technology, I will use only my accounts, and identify myself for other users when I interact with them. For my safety, I will not create new accounts and will not share passwords with others. I have the responsibility to respect and protect the rights of every other technology user at my school and on the Internet including respect for others' privacy.
- 6) I will not download or install software or other applications. Many harmful things can be downloaded from the Internet. These could put my technology and safety at risk. No one should search, download or share any material that is inappropriate or offensive.
- 7) Privacy is valued at CPS, but school devices are not personal devices. Everything is accessible to the community. Anything that a student puts onto a school device may be monitored, opened, and read by faculty and staff. Students should not put anything on school devices that they do not want faculty or staff to read.



- 8) Unless they are collaborating, students may not open files or information belonging to other students, or to faculty or staff. If a student finds anything left open on a device, he or she should save and close it without reading it. Students must respect the privacy of others in this way in school and at home, when accessing their own work through cloud storage.
- 9) People on the Internet should be considered strangers. Students should never share their own or anyone else's personal information, including their email address, over the Internet.
- 10) The school's technological devices are shared resources. Taking proper care of them is an essential skill and habit to develop for life.
- 11) Misuse of technology that occurs outside of school hours and impacts a student or the school community may require further inquiry by the school. There may also be consequences assigned that are consistent with the student behavior guidelines.
- 12) When the internet, email, cell phones or other devices are used to share text or images meant to hurt, intimidate, or embarrass another person, it is known as cyberbullying or harassment.
- 13) When I use technology, it is possible that I could find things on the Internet or receive messages from others that make me feel uncomfortable. I understand what bullying is and the serious consequences for bullying others. I will not use technology in a way that causes embarrassment or discomfort for others.
- 14) I understand that the school may get involved and respond if it learns that online actions have hurt, intimidated, bullied or harassed CPS community members, even if the actions took place outside of school.
- 15) I will notify a trusted adult immediately if they become aware of any behavior that may hurt, intimidate, bully or harass another person or group
- 16) If someone mistakenly accesses inappropriate information or images, they should notify a teacher or parent/caregiver immediately, without showing it to other students.

Student Name Printed: \_\_\_\_\_

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

**Parents:** *I have read and discussed the Acceptable Use Policy, and I give my permission for his or her use of the resources. I understand that technology access is conditional upon adherence to this agreement.*

\_\_\_\_\_

Caregiver Signature

\_\_\_\_\_

Date