

# Weston Public Schools

## Grades K-2 Responsible Use Guidelines

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Weston Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of all online and digital technologies used for teaching and learning. Students learn about this in a K-12 curriculum based on the Massachusetts Digital Literacy and Computer Science standards.

All students are responsible for protecting and respecting their personal digital footprint as well as those of their peers. It is important for us to understand, practice, and model positive and productive behaviors when we are online.

In an effort to promote our district's Digital Citizenship model, students discuss, check, and commit a signature to the following guidelines that protect and respect digital technologies used to support teaching and learning. Students and parents should also reference the Student Handbook and the district's Acceptable Use Policy for additional information.

### Student Responsible Use Guidelines

When using WPS Online and Digital technologies (ODT) we will take care of ourselves, take care of others, and take care of our school. By signing this policy, we acknowledge that we understand the following:

#### Protect

- + We will protect our passwords.
- + We will protect our technology.
- + We will report cyberbullying.

#### Respect

- + We will use positive words and images when online.
- + We will encourage each other when working together online.
- + We will discourage cyberbullying.

## Classroom Signatures

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# Weston Public Schools

## Grades 3-5 Responsible Use Guidelines

Weston Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of all online and digital technologies used for teaching and learning. Students learn about this in a K-12 curriculum based on the Massachusetts Digital Literacy and Computer Science standards.

All students are responsible for protecting and respecting their personal digital footprint as well as those of their peers. It is important for us to understand, practice, and model positive and productive behaviors when we are online.

In an effort to promote our district's Digital Citizenship model, students, with guidance and support from adults; discuss, check, and commit a signature to the following guidelines that protect and respect digital technologies used to support teaching and learning. Students and parents should also reference the Student Handbook and the district's Acceptable Use Policy for additional information.

### Student Responsible Use Guidelines

When using WPS Online and Digital technologies (ODT) we will take care of ourselves, take care of others, and take care of our school. By signing this policy, we acknowledge that we understand the following:

#### Protect

- + We will protect our passwords and our personal information.
- + We will demonstrate safe and proper handling of our technology and devices.
- + We will report cyberbullying.

#### Respect

- + We will use online names and profiles that are appropriate for school.
- + We will use positive words, images, and messages when working and collaborating online.
- + We will encourage each other when working together online.
- + We will discourage cyberbullying.

## Recognize

- + We will validate information we use and share online.
- + We will cite and follow fair use guidelines when using digital resources not owned by us.

## Classroom Signatures

# Weston Public Schools

## Student Responsible Use Guidelines: Middle & High School

### Digital Citizenship

Weston Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of all Online and Digital Technologies (ODT) in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at our schools to agree to use the internet and other ODT technologies in a safe and responsible way. Students learn about this in a K-12 curriculum based on the Massachusetts Digital Literacy and Computer Science standards.

All students are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. Students should also reference the Student/Parent Handbook for additional policies, including the WPS Responsible Use Policy.

### Student Responsible Use Guidelines

When using WPS Online and Digital technologies (ODT); I will be a good digital citizen. By signing this policy, I acknowledge that I understand the following:

#### **I am responsible for practicing positive digital citizenship.**

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.
- I have read the WPS Responsible Use Policy in the Student/Parent Handbook.

#### **I am responsible for keeping personal information private.**

- I will protect 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 not meet anyone in person that I have met only on the Internet.
- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws, this Responsible Use Guidelines and all District security policies.

**I am responsible for my passwords and my actions when using District accounts.**

- I will keep my school or district usernames and passwords private.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

**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 treating others with respect and dignity.**

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- I understand that bullying in any form, including cyber bullying, is unacceptable.
- I will respect the published content of others.

**I am responsible for accessing only educational content when using WPS technology.**

- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent. I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

**I am responsible for respecting and maintaining the security of WPS digital resources and networks.**

- I will respect security settings and filters and not use proxy servers 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 WPS computers, tablets, smartphones, or other internet devices.
- I will not use a personal data plan to access the Internet at school, or personal mobile hotspots that enable access on WPS equipment.
- I will not use the WPS 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 WPS equipment.**

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will demonstrate safe and proper handling of all technology and devices.
- I will understand and respect 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 use in creating my own work.
- I will not download illegally obtained music, software, apps, and other works.
- I understand all WPS 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 school district provides me with a Google account to save and store all my data and files.
- I understand it is my responsibility to backup and protect any data or files that I create.
- I understand I should not save or store personal data or files on any device.
- I understand that the school district may re-image any computer at anytime to maintain the equipment in good working order.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_