

Elementary (K-5)

The Port Townsend School District supports the rights of all members of the school community 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.

At our schools 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 issues such as online privacy, intellectual property and copyright;
- supervise and support students when using digital technologies within the classroom and establish clear protocols and 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 on 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; and provide this Responsible Use Compact (RUC) and Parent Tip Sheets available on the school district webpages.

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

Safe and Responsible Behavior

When I use digital technologies and the internet I **communicate respectfully** when I

- think and check that what I write or post is polite and respectful;
- show kindness to my friends and classmates and think about how the things I do or say online might make them think or feel;
- work to stop bullying. I don't send mean or bullying messages or pass them on to others; and
- create and present my own work and if I do copy something from the internet, I let others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that *my full name, photo, birthday, address and phone number is personal information and is not to be shared online.*

This means I

- protect my friends' information and photos in the same way;
- protect my passwords and don't share them with anyone except my parent;
- only ever join spaces with my parents or teacher's guidance and permission;
- never answer questions online that ask for my personal information; and
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I

- stop to think about what I post or share online;
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help;
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information;
- speak to a trusted adult if I see something that makes me feel upset or if I need help;
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared;
- don't deliberately search for something rude or violent or try to bypass internet filters;
- turn off or close the screen if I see something I don't like and tell a trusted adult;
and
- am careful with the equipment I use.

At school we/I have

- discussed ways to be a safe and responsible user of digital technologies and the internet; and
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

Student agreement/license

Student agreement/license

(Principal or teacher)

Acknowledges the commitment of

(student)

**to being a polite, safe and responsible user of
digital technologies.**

As a student I continue to learn to use digital technologies safely and responsibly.
I understand that there are consequences if I use technology inappropriately.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's signature

Teacher/Principal's signature

Date



Student Email Guidelines Grades 3-12

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 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 student 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

As the parent of an elementary student you've probably noticed that the technology landscape is shifting under your feet. Laptops, Chromebooks, iPads and e-books contribute to new ways of teaching and learning. You can support your child to develop habits of responsible use to:

Stay Safe

Discuss with your child that

- online is not private and that communication, photos can be shared without a user's knowledge and will remain on the internet;
- they need to check with an adult before going to a site;
- no private information should be shared on line such as name, address, date of birth, photos, or use any of these as passwords or user names; and
- if anyone makes them feel pressured or uncomfortable, or acts inappropriately online, stop talking to that person and tell you or another trusted adult about it.

Think First

Advise your child that

- they need to be kind online and to consider the impact of their messages, posts, emails, photos and that they should tell you if they experience bullying, humiliation, inappropriate or unkind communication;
- not everything they read, hear and see online is true; and
- they need to give proper credit to the artists and authors whose work they use for homework and assignments.

Stay Balanced

Help your child

- by setting media limits that make sense;
- to continue to enjoy other activities and people in their lives; and
- by recognizing that digital media is a big part of your child's life; find ways to learn about your child's online interests and help them use technology responsibly.

Use of Personal Computing Devices for Learning Grades K-5

Port Townsend School District values equitable access to quality learning tools, technologies and resources for student learning. As a result, the District provides students with technology for learning while at school. In grades K-5, students are **not** allowed to bring personal digital devices to school as they are not considered part of the learning environment. (In grades 6-12 students may bring personal digital devices for learning and must follow published grades 6-12 guidelines for their use.)

Acknowledgment

This Responsible Use Compact applies to all digital technologies and the internet including (although not limited to)

- school-owned technology 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.

This Responsible Use Compact applies when digital technologies and the internet are being used at school, during school excursions, extra-curricular activities, and at home.

Further acknowledgement

- Parents/students should be aware that files stored on devices, 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.

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- Cyberbullying is 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- This is 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.

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>.

My ideas on safe and responsible behavior

When I use digital technologies and the internet I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies and the internet I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies and the internet I **respect myself and others**. This means I:

(write or draw...)

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

Signature

I understand that my child needs to comply with the terms of responsible use and expected standards of behavior set out within this compact.

I understand that there are actions and consequences established within the school's Student Behavior Policy if my child does not use digital tools responsibly.

Student name: _____

School name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____