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RESPONSIBLE USE GUIDELINES FOR 1:1 DEVICES

My student and I are committed to the Responsible Use Guidelines. We commit to discussing and reviewing the following guidelines as it pertains to technology use throughout the district.

Lawrence Public Schools uses technology to help students learn. Technology is essential to facilitate the creative problem-solving, information fluency, communication, and collaboration that we see in today's global economy. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. The Responsible Use Guidelines for 1:1 Devices support our vision of responsible technology use and promote a strong sense of digital citizenship. These guidelines apply to all Lawrence Public Schools computer networks (including the devices made available to them), and all devices connected to those networks (whether they be student owned or otherwise).

Internet Safety and Security

Communicating Safely Online

Use of the internet and online collaboration is an important part of being in school. However, there are still risks involved when engaging in online conversation. Students will understand situations where online talk may be risky. Students will recognize and report any warning signs of online predators. Students will not participate in inappropriate dialogue with others online.

Security of Information

Sharing of information online can be a great way to accomplish a task or work on a project collaboratively. However, there are certain bits of information that students should not share online or with others. Students will not share any of the following:

- Passwords
- Private and personal information about yourself
- Private and personal information about others

Internet Privacy

Many websites collect information from visitors for advertising or data collection purposes. Students will learn and use online privacy terms or agreements. Students will understand how and why companies collect their information so they can make informed decision before providing personal information to a website.

Research and Information Literacy

Searching

Students will use a variety of search engines to search for information and content. Students will understand the functions of effective keywords and categories to find useful and relevant information online.

Research and Evaluation

Students will choose websites with high-quality information and when possible, use multiple sources to find their information. Students will properly cite online resources. Students will be able to identify online advertisements and spam on websites and understand the purpose behind those advertisements.

Digital Citizenship

The internet is a powerful community of connected people. That connection requires levels of responsibilities to one another. Part of being a good digital citizen is using technology in a responsible appropriate way. Below are some specific areas to address with students.

Social Media and Email

Students will have access to a school email account after receiving basic training on email etiquette. Please know that all email can be viewed by teachers, administrators, or parents. Email should be written with thought of the audience and purpose. Online school-approved social media sites are allowed (based on the age of the student). Students will learn about interaction, risks, and responsible use on both school-approved and other social media sites that they may encounter. Abuse or misuse of district email may require disciplinary action.

Commenting Responsibility

As use of social media and other age-appropriate websites becomes available to students, it's important for students to understand the positive and negative aspects of their digital life. Students will be able to make comments on age-appropriate websites or school-approved social media sites. These comments, like anything else on the internet, have a certain amount of digital permanence. Students will display respect and thoughtfulness online by not posting comments that are negative, inappropriate, or personal about others or themselves.

Digital Ethics

Students will use the internet and digital tools to produce content for the classroom. Students will not present the work of others as their own work (known as plagiarism). There may be times when other students have left their own work on a computer or that students will collaborate on a digital project. Students will not delete or damage other students' work intentionally. Students will ask for permission prior to posting videos or photos of students. When working on projects or any other work with online resources, students will follow copyright laws.

Cyberbullying

Cyberbullying is the use of digital technologies or mobile devices to harass, threaten, embarrass, or torment another student. This can happen both directly and indirectly.

Students will:

- Identify strategies for dealing with cyberbullying responsibly.
- Analyze and report any offensive online behavior or interactions to a trusted adult.
- Create positive online communities rooted in trust and respect.
- Think before you send or post.

Students will not:

- Publish information that is harmful or embarrassing to others.
- Facilitate in the spreading of rumors via online platforms.
- Participate in online polls, "bash" sessions, or other communities that are harmful to others.

"Sexting" or other inappropriate online interactions

Like cyberbullying, "sexting," or the transmission of inappropriate images or messages digitally, can result in conviction in a court of law. Students will understand the role of digital technologies in relationships. Students will not actively participate in the sharing of inappropriate photos and/or information of themselves or others.

Self-Expression and Identity

There can be a difference between an online versus offline identity. Students need to be aware of these differences and realize that how they present themselves online can affect their relationships, sense of self, and reputations.

Digital Footprints

Information you post on the internet can affect your future. The internet can be a powerful, collaborative tool, but any information you post on it is accessible by anyone even after you have deleted it. Students will not over-share or post inappropriate information online. Students with questions or concerns about posting information should always consult with a trusted adult before posting. When taking or posting photos, see the picture below for best practices.

I TOOK A PHOTO OF MY FRIEND THAT I WANT TO SHARE...NOW WHAT?

- 1. IS IT A GOOD PHOTO?** YES NO → Be proud of the photos that you share with others! Only show people the best of the best.
- 2. WOULD MY FRIEND AGREE?** YES NO → Think nice. You wouldn't want your friend to broadcast a bad photo of you, would you?
- 3. COULD IT GET MY FRIEND INTO TROUBLE?** YES NO → Don't post any photos that might come back to haunt you or your friends. You never know who will see them.
- 4. IS IT GOING TO CAUSE DRAMA?** YES NO → Then it's not worth posting. Really.
- 5. AM I AWARE THAT ANYONE CAN SHARE IT?** YES NO → Well, it's true. Anything you post online can be saved, copied, and shared with a large invisible audience.
- 6. WOULD I BE OKAY WITH MY GRANDMA SEEING IT?** YES NO → If you think it will make your grandma blush, then there's a good chance somebody else will find it inappropriate, too.
- 7. A YEAR FROM NOW, WILL I FEEL GOOD ABOUT MAKING THIS PUBLIC?** YES NO → Hold off if you're having doubts. Your future self will thank you.

**CONGRATULATIONS! YOU CLEARLY SELF-REFLECT BEFORE YOU SELF-REVEAL ONLINE. SO...
GO AHEAD! SHARE & ENJOY!**

For information and resources about digital citizenship, visit www.common Sense.org/educators.

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