

Responsible Use of Technology

Student Expectations

At Travilah, we use a variety of digital technologies and services to support and enhance learning in all grade levels. All students in MCPS have Google email accounts that are used solely for educational purposes and students cannot send or receive outside emails. All emails and Google Apps are closely monitored by staff. Staff is able to “audit” a student’s computer activity if it is suspected that it is being used inappropriately. As an MCPS student, every time you use these resources you agree to use them responsibly and in accordance with our school and county policy.

How can I use technology responsibly?

Responsible use of technology means engaging with technology safely, respectfully, and ethically (understanding right from wrong).

Please initial the following statements to acknowledge that you will be a responsible technology user:

_____ I will take steps to protect my personal information.

- ➔ I keep my usernames and passwords private.
- ➔ I log out of computers and other technology services before leaving a computer or device.

_____ I will respect and take care of the technology I have access to.

- ➔ I do my best to keep the technology in my possession safe and secure.
- ➔ I don’t make changes to technology equipment or settings.

_____ I will use technology ethically.

- ➔ I do not plagiarize (copy information directly from research sources and use it as my own)
- ➔ I respect the digital privacy of others.
- ➔ My use of technology does not put myself or others at risk.

_____ I will use technology for educational purposes only.

- ➔ I access and use information only to complete my school work.
- ➔ I create or post appropriate digital content to complete my school work.
- ➔ I avoid online resources that are inappropriate, offensive, or illegal.
- ➔ If I see inappropriate material online, I report it to an adult immediately.

What happens if I don’t use technology responsibly?

- ⊗ First warning: Review this signed contract and expectations with the teacher and/or principal
- ⊗ Second warning: Parent conference and loss of computer privileges for a period of time as decided by the teacher and/or principal

The following are just a *few* of the examples of inappropriate and prohibited uses of technology that can result in serious consequences:

- ✗ Letting others use my MCPS account or password
- ✗ Using someone else's MCPS account or password
- ✗ Carelessly transporting my technology (potential for being dropped or knocked over)
- ✗ Making changes to the system settings (background, equipment function, etc.)
- ✗ Plagiarizing information found through research
- ✗ Intentionally interfering with other users' computer use
- ✗ Knowingly accessing or attempting to access inappropriate material
- ✗ Harassing or intimidating others using technology, also known as "cyberbullying"
- ✗ Searching and visiting inappropriate web sites (Including non-educational gaming sites)
- ✗ Using technology without prior teacher permission
- ✗ Downloading apps without teacher permission
- ✗ Printing documents without teacher permission
- ✗ Changing, copying, or deleting files/folders that are not mine
- ✗ Giving out personal information on the internet
- ✗ Not reporting inappropriate material to an adult as soon as I see it

For students:

The use of computers and other technology tools is a privilege that comes with special responsibilities. If I do not follow the above guidelines, there will be consequences that will restrict my use of technology privileges at school.

I (print your full name) _____ understand the above contract and I agree to behave according to the expectations.

Student Signature: _____

For parents:

I have read and reviewed these expectations with my child and we understand the responsibilities and consequences.

Parent/Guardian Signature: _____

Date: _____