

# Technology Acceptable Use and Safety Form

Student Form 2020-21



Students have the right to use technology  
and the obligation to use it responsibly.

## General

- I understand technology is a tool to help me learn.
- I understand there is no expectation of privacy while on school property or using school-owned devices.
- Teachers and staff are here to help me learn with technology. I will ask for help from the library staff, technology staff, and teachers.

Student  
Initial: \_\_\_\_\_

## Communication

- I will be respectful to staff and students while online. This includes email, social media, Google Classroom, or any other digital messaging platform.
- I will communicate with others when it is appropriate and not a distraction in class.
- I understand cyberbullying, flaming and inflammatory language is not acceptable.

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## Digital Health & Security

- Sitting in uncomfortable positions for long times can be unhealthy. I will try to take care of myself while using technology.
- The Internet, including games and social media, has shown to be addictive. I will try to take care of myself while using technology.
- Criminals may attempt to get passwords or other information using "Phishing" email attacks. I will treat suspicious emails with caution.

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## Digital Law

- I understand downloading copyrighted music or software is illegal and is not acceptable.
- Using online resources without citing sources is illegal. I will cite pictures and other content found online. (See any teacher for more info.)
- Trying to bypass GoGuardian, firewalls, or web filters is dangerous and illegal. I will not attempt to get around these protections.
- I understand sending nude or semi-nude photos is not acceptable and illegal.
- I will inform an adult if I learn something illegal has occurred.

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## Mobile Phones (Wireless Communication Devices)

- I understand phones are allowed before and after school, during lunch breaks, and between classes.
- I will only use phones during class if the teacher approves it. Otherwise, they may be a distraction and I will have the phone put away.
- I will respect other people while using phones. This includes not recording or photographing people without their permission.
- I will not take pictures where people can expect privacy such as a bathroom or locker room.

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## Chromebooks

- I understand my assigned Chromebook is the property of the School District of Manawa.
- I will only log in to my Chromebook using my @manawaschools.org accounts. I will never share passwords with other students.
- I will be prepared to use technology every day. This includes bringing my Chromebook fully charged to the school. I will have earbuds or headphones. My charger will be available if needed.
- Games, music, and videos are acceptable if my teacher approves it. Otherwise, they are distractions and I will avoid using them in class.
- I will be gentle with my Chromebook. This means I will carry it with both hands by the base of the device. I will not carry Chromebooks by the screen.
- I will not purposefully damage my Chromebook. This includes gouging, removing labels, prying keys off, or otherwise defacing the device.
- I understand Chromebook screens can easily break while stored in my backpack. I will not place heavy objects on the device.
- I will avoid having food and drinks near the Chromebooks.
- I will be careful storing my Chromebook near pets.

Student  
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## Social Media

- I understand that my activities on social media, inside and outside of school, affect my digital footprint. Activities posted online may lead to disciplinary actions in school.

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## Chromebook Repair Charges

I will have my Chromebook repaired as soon as I realize it is damaged. Chromebooks are repaired by taking them to the library. Repair charges are described below and are subject to change.

Student  
Initial: \_\_\_\_\_

Parent  
Initial: \_\_\_\_\_

Damage	Cost
Total Replacement	\$200
Screen	\$30
Keyboard / Touchpad, Power Cord, Screen Bezel, Top or Bottom Case	\$25

## Consequences

I am expected to abide by these rules and the student code of conduct described in the student/parent handbook. Failure to follow these rules may result in reduced access to technology.

Student  
Initial: \_\_\_\_\_

## Signatures

Student Name: _____	Class of: _____
Student Signature: _____	Date: _____
Parent/Guardian Name: _____	
Parent/Guardian Signature: _____	Date: _____

### Sources

- "Center for Internet Addiction - Education and Treatment." NetAddiction, netaddiction.com/.
- Ribble, Mike. Digital Citizenship in Schools. International Society for Technology in Education / ISTE, 2011.