Responsible Technology Use

Chinese Translation: **bit.ly/31tMoUC**

The use of technology continues to grow in importance for enriching and enhancing students' learning. As a school community, we must all work together to ensure our students' use of technology is safe, thoughtful, respectful, accountable, and demonstrates good digital citizenship.

BE SAFE

Access to information

- Any information you put on the internet will always be there for people to see…forever.
- Everything you do online, in a browser, or using an app, can often be seen by people you do not know.
- Be thoughtful and cautious about what you post online.
    - If you have to question whether or not a comment or photo is appropriate to post, then don't post it.

Personal Information

- Personal and private information about yourself should not be shared online.
    - Don't give out personal information like your birthdate, full name, where you live, phone number, or what school you attend.
    - Your passwords should not be shared with anyone other than your parent/guardian.

Social Media

- Always set your controls for maximum privacy.
- Only accept friend requests from people you know, making sure you can confirm their identity.
- Tell your parent or a trusted adult if anything online makes you feel uncomfortable.
- Never meet someone in person who you met online without your parent/guardian permission.

BE THOUGHTFUL

What I post

Think about whether you would want your parents, teachers, college, or future employers to see what you post, like, rate, or comment on.

Keep your information safe

Think about and understand any information you are asked to fill out online or through an app. Provide as little information as possible to protect your personal identity. If you are not sure, ask your parent or a teacher.

Not everything is true

Don't believe that everything you read on the internet is true. Check it out first and explore multiple sources.

RICHMOND
SCHOOL DISTRICT NO.38

Responsible Technology Use

BE RESPECTFUL

Everyone is valuable
What you say or write should never cause someone to feel upset or that they are threatened. You should tell your parent/guardian or a trusted adult about anything that you experience online that you think might be unsafe or makes your feel uncomfortable. Don't become a victim of bullying, harassment or exploitation.

Respect other's work and property
Do not access, copy, remove or alter any other person's files or information without their knowledge and permission. Sharing answers for other students to copy will come back to harm you in the end.

Treat the technology with care
The technology in schools is there for staff and students to use for a long time. Use it in the way it was designed to be used. Please don't unplug, move things, or take devices without permission. Handle technology with care and caution.

BE A GOOD DIGITIAL CITIZEN

Respect other students personal property
Do not take or share photographs or videos of other students without their permission

Share the internet with others:
The internet is shared with lots of people. Streaming online videos, listening to music, downloading or uploading large files and playing online games slows down the school's network. Share the internet bandwidth (highway) with others.

Keep a balanced life
Remember there are other interesting things to do offline. Keep a healthy balance by limiting screen time and participating in other activities

BE ACCOUNTABLE
When using personal devices at school, follow the expectations set out in the "Use of Personal Information / Responsible Technology Use" policy as well as the expectations set out by your teacher.

There are consequences
Understand everything you do can have positive or negative consequences. You will be responsible for any actions you take that are against school or district expectations or that break the law.

There is a time for everything
Remember to not let the use of technology for fun or social purposes get in the way of your learning, focus, work or other priorities at school or home.

To the Parent(s) and Guardian(s) of Richmond School District's students: The Richmond Board of Education understands the valuable resource technology can be for enriching and enhancing our students' learning experience. To provide the best learning environment, we wish to ensure that students understand the appropriate and ethical uses of technology. You can help us by reading and discussing this document with your child.

This document is based on District Policy No. 104 Acceptable Use of Information and Communication Services and Policy 105 District Code of Conduct