

## **Responsible Technology Use for Middle and High School Students**

Using your device is a privilege, and any privilege comes with responsibility. These are the expectations anytime you are using a school provided device or if using a personal device at school.

The Technology Responsible Use Agreement is based on Polk County Public School's Code of Conduct, which can be found on the PCPS website (<https://polkschoolsfl.com/codeofconduct/>).

### **Digital citizenship**

I am responsible for practicing positive digital citizenship. I will treat people with dignity and respect when using technology and accessing the internet.

- I will be honest and respectful in digital communications, posts, and feedback.
- I will be kind in my online presence and will not make threats, insult, gossip about, or treat others with cruelty. I will choose my words carefully when communicating with others and think about how they might interpret my words.
- I will use appropriate language when using my device which helps others to feel respected and valued and will not use profanity.
- I will give credit to authors or sources when using information or ideas that are not my own. I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.
- I will fact-check information before I share it digitally.
- I will not impersonate others or try to trick people into thinking what I wrote was done by someone else.
- I understand that things I post may be seen by everyone at school and at home, and that things posted on the internet can be seen by everyone in the world.

### **Personal responsibility and safety**

I know that my device and online communication tools must be used properly and with respect.

- I will only use secure websites.
- If I find something that is not appropriate on the internet, I will leave it right away and notify the teacher or a trusted adult.
- I will report any misuse of the device or the network to a teacher.
- I will take care of the school device and all technology equipment assigned to me.
- I will respect the district network's security measures.
- I will only download materials and software from sources approved by my teacher.
- I will not share personal information (either my own or another student's), including references to where I live, details about family or friends (including names), my age, birthday, home address, or telephone number on the internet.

## **Digital Learning**

I understand that school technology and networks are primarily provided to help support learning.

- I will respect other students' property and work. I will not copy, change, or remove another student's work from the computer, the school network, or the internet.
- I will use technology to support classroom activities or assignments.
- I will only log into the computer or network with my own username and password.
- I will not use online forums or technology resources to cheat on tests or assignments.

## **Technology Concerns**

- When I do something that is not in line with this agreement, I will talk to a teacher or trusted adult who will help me figure out how to make it right.
- I will immediately stop and tell the teacher if anything happens on the computer or on the internet that does not seem right or makes me feel uncomfortable.

I understand that using any school technology or network is a privilege I must earn through responsible use.

When I do something with my device that is not in line with this agreement, I will let a trusted adult know and ask them to help me make it right. If I can't consistently keep up my part of this agreement, I understand that privileges may be removed for a time and that I may face additional consequences according to the Polk County Schools' Student Code of Conduct.