

Using Technology in Salem Public Schools (SPS) Grades 3-5

WHAT IS THE RESPONSIBLE USE AGREEMENT (RUA)?

RUA stands for “**Responsible Use Agreement.**” It means that you agree to do only “**responsible**” things when you are using SPS computers and any other electronic devices. The SPS has rules that all students are required to follow when they use the Internet. The “Responsible Use Agreement” tells you and your parents what is “responsible use of the Salem Public Schools’ network and resources.” It is a **contract** you and your parents must sign to allow to use SPS computer equipment and resources during school and for school assignments. We have an RUA because we need to make sure that everyone is comfortable and safe using the network.

WHAT ARE WEB TOOLS?

As part of 21st century learning, teachers and students may use Web tools such as blogs, wikis, podcasts, and video-casts. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills.

WHY DO I HAVE TO BE A RESPONSIBLE DIGITAL CITIZEN WHEN USING COMPUTERS ON THE NETWORK?

Using the Internet in school is a privilege not a right. The Salem Public Schools’ network, web pages, and e-mail accounts are NOT private. SPS will be able to “monitor” everything you do on the school computers. This means someone can read what you write and see the web pages that you visit. **THINK** -- before you do anything online that you would not do in front of your teachers or parents. If you follow all of the rules in the RUA, you will be a Responsible Digital Citizen.

WHAT HAPPENS IF A STUDENT DOES NOT FOLLOW THE RULES IN THE RUA?

If you do not follow this agreement, you can lose your computer privileges in school.

WHAT DO I DO IF I SEE ANYTHING THAT DOES NOT FOLLOW THE RULES IN THE RUA?

There are “consequences” for students who use the Internet in irresponsible ways. You need to report to a teacher or other adult anything you see online that does not follow the rules listed in the RUA.

SALEM PUBLIC SCHOOLS RESPONSIBLE USE AGREEMENT

“DIGITAL CITIZEN RESPONSIBILITIES FOR GRADES 3–5 STUDENTS”

1. I AM RESPONSIBLE FOR ELECTRONIC DEVICES.

I will not use a phone, personal laptop, or any electronic device in school without a teacher’s permission. I will use computer equipment with care. I will not move any equipment, including keyboards and mice, without permission.

2. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT.

I will not give my password to anyone. I will log off from my account when I am finished. If the student using a computer before me forgets to log off, I will tell an adult. I will wait to use the computer until an adult has removed the material.

3. I AM RESPONSIBLE FOR MY LANGUAGE.

I will only use language on the Internet that I would use in the classroom with my teacher. I will not use words that are not appropriate when I use a computer.

4. I AM RESPONSIBLE TO TREAT OTHERS THE WAY I WANT TO BE TREATED.

I will not write anything mean or hurtful to another person. I will not be a bully or make fun of anyone online or in a text message. I will tell a teacher if I see anything hurtful to another student online.

5. I AM RESPONSIBLE TO BE HONEST ABOUT WHO I AM ONLINE.

I will not pretend to be anyone else online. I will not send email, create an account, or post any words, pictures, or sounds using someone else’s name. I will not use another person’s login name or password.

6. I AM RESPONSIBLE FOR MY ONLINE ACTIVITY.

I will not look for web pages with pictures, words, or sounds that are not appropriate in school. I will not download any files, including music and video files, unless a teacher gives me permission.

7. I AM A RESPONSIBLE MEMBER OF MY SCHOOL WHEN I AM ONLINE.

I will protect my privacy and safety by not sharing personal information such as my full name, telephone number, age, address, location, or password. I will not write anything or post pictures or video that is hurtful or embarrassing to anyone while I am online.

8. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE’S PROPERTY ONLINE.

I will not “plagiarize” Or use any other person’s work without giving them credit. When I use information from a website, I will let my teacher know where I got the information. I will obey copyright laws and will not download or upload words, pictures, video, or music that belong to someone else.

9. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ANYTHING ONLINE.

I will not publish any material on a school website, wiki, blog, podcast, or discussion group, unless a teacher gives me permission.

