

## Digital Citizenship Agreement: Student & Parent Acknowledgement of Understanding Required

As this is a blended class, we will be using our online course (through Canvas) and the internet almost daily. Participants and parents/guardians are asked to acknowledge their understanding of the following digital citizenship agreement (parent/guardian - online or paper form; students – Canvas).

As 21<sup>st</sup> century learners, we will be using a variety of online resources, including Google Apps for Education, Web 2.0 tools, and other tools and programs that require students to post, share, and publish work online in both protected and open environments. These understandings are here to insure a safe, secure, and productive instructional environment.

### Understandings for students:

- **I will manage my own passwords:** Your password for PowerSchool and Canvas and access to the Internet are assigned by ABSS. You should not share these passwords with other students or allow them access to any of your online work (except for assigned group work).
- **I will exhibit appropriate behavior online:** You will be expected to use Standard English in ALL of your online work, especially posts, comments, and online group work (and this will be a part of each grade). In addition, you should use only appropriate content: **everything you write or share online is a reflection of you**, and should be treated as both permanent and public. Violation of this understanding could result in loss of computer privileges for a first offense.
- **I will respect myself and others at all times:** Never share a post, comment, or image that could be perceived as disrespectful. Do not engage with or respond to inappropriate or disrespectful posts or images. Report inappropriate activity to me immediately. Violation of this understanding could result in loss of computer privileges for a first offense.
- **I will stay within the assigned digital learning environment at all times and refrain from visiting any sites for personal reasons.** Students should not visit sites outside of the assigned parameters. For example, students will be doing independent research regularly, but should be careful to visit only relevant, reliable, and reputable sites specifically related to the assigned work. Violation of this understanding could result in loss of computer privileges for a first offense.
- **I will adhere to copyright laws and Fair Use guidelines. This is a part of your Academic Honesty Policy also.** Unless an image, video, object, or text is clearly marked in the public domain, you must always give credit to the author/creator of the work. This includes text from books or websites, images, videos, and any other resource you obtain. This is particularly important when you are creating and sharing things online that could potentially have a public audience that may interpret these items as your own work. If you are unsure of whether you might be using copyrighted materials, ask. Part of your instruction will also focus on using correct citations, paraphrasing, and attribution. "I didn't know" is not an excuse for plagiarism or copyright infringement.
- **I will protect my identity in all online environments.** This includes not sharing your personal email address, home address, phone number, full name, birthdate, location, school name, or any other information that might pose a privacy or security risk.
- **I will use only my assigned Chromebook, unless my teacher gives me permission to sign out a different computer.**
- **I will handle the classroom Chromebooks with care and follow directions of teacher regarding their care. You should never have food or drink on the desk while you use your Chromebooks. Notify me immediately (when you open the computer at the beginning of class) if there is any damage or misuse. Otherwise, you may be held responsible for the damage. Avoid putting fingers on the screen when carrying and never carry by the cover. Don't put computers on your lap.**
- **I will not download any unauthorized programs, including games or in any way interfere with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.**
- **I may use my cellphone for classwork only when approved by the teacher; any other use may result in disciplinary consequences.**
- **Violation of any one these understandings will result in suspension of computer privileges.**