



Middle School Tujuane Days

Responsible Use Agreement (RUA)

& Digital Citizenship

August 2022



Objectives

Our goals for today are:

- To review the Responsible Use Agreement (RUA)
- To understand what it means to a good digital citizen



1. What is a good citizen?
2. What is a good digital citizen?
3. How are our offline and online selves aligned?



Protect

- Keep your Chromebook locked up or in a secure location at all times.
 - *Unattended Chromebooks are collected and stored in the MS Office.*
- Make sure Chromebook is labeled with your name.
- Make yourself the ONLY user.
- Transport the Chromebook in your bag to and from school.
- Carry your Chromebook with two hands at school.
- Use your ISK email account to identify yourself in all school-related communications.
- Keep your password and login information private.
- Protect yourself and others by not providing or offering personal information about themselves or anyone else while online.



Be Careful

- Insert and remove all cords, cables and removable storage devices carefully.
- Keep food and drink away from all technology equipment.
- Keep your Chromebook free of stickers, drawings or permanent markers.
- Do not set items on top of the Chromebook.
- Don't leave your Chromebook outside or in direct sunlight for a prolonged period of time.
- Clean the screen with a soft, dry cloth
 - do not use household cleaners.



Be Responsible

- Use technology when appropriate.
- Bring your Chromebook to school **fully charged.**
- Immediately report loss or damage to the MS office.
- Use only school-approved and legally-obtained software
 - (Piracy, making illegal copies of music, games, movies, or written work, is not acceptable.)



Be Present

- Turn off distracting notifications.
- Stay off personal apps and personal websites during the school day.
- Be respectful of the teacher lesson and outlined plan.
 - Unless requested by a teacher, don't email or message during class.
- Keep social media, chat/video services switched off during the school day.
- Lunch, Breaks and Advisory times are Screen Free



Be Thoughtful

- Streaming and downloading videos and games that are not required for class is strictly prohibited.
- Each Chromebook has a unique identification number and at no time should the labels or numbers be modified or moved.
- Properly cite all information, images, music and videos used for school or personal purposes.
 - (Plagiarism or presenting the work of others as one's own, is not tolerated in Middle School and could result in disciplinary action.)



Be Respectful

- Use polite language in all communications inside and outside of the school community, including emails, instant messages, digital images/videos or web postings.
- Represent yourself honestly in all communication. Do not assume someone else's identity or pretend to be someone else.
- Access only appropriate sites and report any threatening or disturbing material to a teacher.
- Respect the privacy of community members by not using another person's ID or password, or accessing other people's accounts in any way.
- Respect the work and files of others and agree not to open, copy, change, delete, or damage files or folders of others.



Cyberbullying

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.



Downloads, Netiquette, Plagiarism

Downloads

Users should not attempt to download or run .exe, .dmg, or any installable applications over the school network or on school resources without express permission from the IT staff. Any downloading of digital materials (video, music, images, pdf, etc.) must be done through a reputable site with permission from ISK. When possible downloads should be done before or after school hours.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see.

Plagiarism

Research (text, media, audio, and pictures, etc.) conducted via the Internet should be appropriately cited, giving credit to the original creator. Users unfamiliar with proper formatting techniques for digital media should consult the ISK recommended formatting policy (MLA).

Optional Insurance

Insurance buy-in must be made prior to September 1st

A US\$40 fee will be collected in the Business Office to insure each school provided device.

Provided the family has paid the insurance fee prior to any incident, the incident/claim is covered with the following deductible payment:

- Loss or damage of charger US\$20
- Loss or damage of charger - 2nd and above incident US\$40
- iPad screen replacement - 1st incident US\$50
- iPad screen replacement - 2nd incident US\$125
- iPad screen replacement - 3rd and above US\$250
- Chromebook screen replacement - 1st incident US\$50
- Chromebook screen replacement - 2nd incident US\$100
- Chromebook screen replacement - 3rd and above US\$200
- Loss or theft of iPad - 1st incident US\$220
- Loss or theft of iPad - 2nd and above incident US\$440
- Loss or theft of Chromebook - 1st incident US\$220
- Loss or theft of Chromebook - 2nd and above incident US\$440

Families who choose not to purchase insurance, will be responsible for the full cost of the device repair or replacement as below:

Loss or damage of charger US\$40

iPad screen replacement US\$250

Chromebook screen replacement US\$200

Loss or theft of iPad US\$440

Loss or theft of Chromebook US\$440

Insurance cannot be purchased after the fact to cover damage that has already occurred.



Middle School Technology



Primary platforms:

- ISK Email
- Google Classroom
 - Assignments
 - Announcements
 - Meet
- PowerSchool