



STUDENT NAME: \_\_\_\_\_

GRADE LEVEL: \_\_\_\_\_

### STUDENT TECHNOLOGY CONDUCT

In an effort to help our students become proficient in technology, we offer them the opportunity to learn and explore with computers. The following policy will help us ensure that all students optimize their use of the equipment and their learning experience.

- Technology at LCC Day School (LCCDS) **must** be used responsibly. It is a privilege, not a right.
- **Respect others.** Students are responsible for good behavior on the computer just as they are in a traditional school building. Communicate through computers as you would deal with people in person. Use appropriate language at all times. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should be course related. Students should never say anything via email, instant message, blogging, etc. that they would object to seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times. Do not represent others' ideas as your own or post false or defamatory information about a person or organization.
- **Keep personal information confidential.** Do not reveal your real name, telephone number, address, password, credit information, or other information that could be used against you. Do not give out such information about anyone else.
- If you receive any inappropriate messages or material, contact a teacher; do not reply to such messages.
- Except for your own schoolwork documents, do not delete, alter or reposition files, or transfer files to any school computer. Do not tamper with another person's files or their device.
- **Passwords.** You are responsible for your accounts at all times. Never let anyone use your accounts or your online identity. Keep passwords secret; never disclose them to anyone. Use passwords that are difficult to guess and change a password if you suspect anyone knows it.
- Do not attempt to defeat security software. Do not attempt to gain unauthorized access to the LCCDS's network or any other computer system through LCCDS's computer network, or go beyond your authorized access. This includes attempting to login through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing" and will be treated seriously.
- If you find a security problem, report it to a teacher immediately. Do not demonstrate it to others or continue to use the computer.
- Use the Internet only for purposes related to schoolwork. Avoid irrelevant material and comply with teachers' instructions about accessing specific areas.
- **Some UNACCEPTABLE uses are: Posting information, photos or videos of LCCDS students or staff or participating in photos or videos posted to social networking websites such as, but not limited to, FaceBook, Instagram, SnapChat, Twitter or YouTube, entering Internet chat rooms, playing unauthorized games or accessing game-related sites without teacher approval, and sending chain letters or other unnecessarily widespread messages.**
- **Blogging or online assignments are to be done appropriately with respect to all participants. Inappropriate or derogatory language and/or comments are not acceptable.** Postings will be limited to class-related material. Students will keep their passwords secure, and will not permit and/or facilitate any other individual's access to the site. Students are responsible for anything posted in their name. Do not use any other individual's name or password to access the site.
- Do not plagiarize works that you find on the Internet. At LCCDS, we expect high academic integrity on the part of our students; therefore, any form of academic dishonesty, including plagiarism, cheating or allowing others to copy your work, will result in a "0" on that assignment and a phone call to parents.
- On the Internet and elsewhere on the system, you may not use LCCDS facilities for your own commercial or political purposes.
- Respect software copyrights. Do not duplicate commercial software. Do not place any copyrighted software, including shareware, on a school-owned computer without permission.
- Take proper precautions not to bring viruses or other damaging software into any computer or network. Deliberate attempts to disrupt the computer system or destroy data by spreading viruses or by any other means is illegal.
- On school devices, leave all settings as you find them. Do not make changes to backgrounds, themes, control panels, preferences, system components, or configuration files unless directly supervised by a teacher.
- Behave with restraint around computers. Move calmly, and don't touch another's keyboard or mouse.
- Protect all computer hardware. Do not eat or drink near computers. Follow the proper sign out or shutdown procedure. Do not tolerate any damage or theft by anyone. Report all damage and theft immediately to a teacher.



**STUDENT TECHNOLOGY AGREEMENT [K - 2<sup>nd</sup> Grade]**

**2018 - 2019**

Both the student and his/her parent must sign the *Student Technology Agreement* issued by the school in order to use the school's computers. Violation to this policy may include, but is not limited to, loss of computer privileges. Loss of privileges may affect the student's technology grade and/or may also have a negative impact on other classes where computers are in use. Classwork being done on the computer at school would need to be completed at home under parent supervision. These policies relate to computers owned by LCCDS, as well as personal computers used while on the LCCDS campus.

**K - 2<sup>nd</sup> Grade Students/Parents - STOP HERE AND SIGN**

**STUDENTS:**

I have read the *Student Technology Agreement [K - 2<sup>nd</sup> Grade]* and will abide by the rules and use all computers responsibly.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
PRINT STUDENT NAME

\_\_\_\_\_  
CLASSROOM / HOMEROOM TEACHER NAME

**PARENTS:**

I have read the *Student Technology Agreement [K - 2<sup>nd</sup> Grade]*. I understand my child is expected to honor this policy and use all school-related devices responsibly. Violation of this policy may include, but is not limited to, loss of computer privileges. LCCDS reserves the right to add/change information or policies to the *Student Technology Agreement [K - 2<sup>nd</sup> Grade]* at any time during the school year. In the event this becomes necessary, parents will be notified through blast email.

\_\_\_\_\_  
PARENT / GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE SIGNED