



Grade 5

Technology is a wonderful tool to help us research, connect, collaborate, and create. Using computers, iPads and other digital devices in the middle school can help us become engaged life-long learners. At Trinity Valley School, we recognize that while technology opens the door to wonderful possibilities, it requires that each of us understand and accept the responsibilities that come with it. This document outlines Trinity Valley School's expectations as we all seek to become responsible digital citizens.

In the Middle School, we strive to live by the following motto: We leave a place better than we found it. This extends to our actions in digital spaces. For this reason, any behavior, on or off campus, that harms or negatively affects the educational environment of the school, the physical or emotional safety of others, or reputation of the community -- including postings on social networking sites or applications from any device -- may result in losing access privileges and facing additional disciplinary actions.

Please take time to familiarize yourself with these expectations. Some will require specific action and attention each day. Others should guide your choices as you seek to interact respectfully and use technology responsibly.

How to be a Responsible Digital Citizen

I understand that I may only use school computers and school iPads on campus.

Each day I will . . .

- keep my passwords to myself. If I suspect that my password has been compromised, I will report this immediately to a teacher or administrator and change my password.
- use Canvas (our Learning Management System) to check my assignments and receive information from teachers.
- stay on task and follow my teachers' instructions about when to use a computing device... and when to put it aside.
- make sure that any work that has not been submitted to Canvas is saved and backed up to the best of my ability. Students should back up their work to the TVS Cloud.
- follow the guidelines listed in the Student Handbook in all of my interactions.

When I use any technology, I will . . .

- use appropriate, respectful language and content in *all* of my digital communications. This includes my choice of usernames.
- respect the privacy and dignity of every member of the school community when I post online, text, email, and use other forms of social media.
- keep my personal information private in online postings – including my phone number or other contact information.

- respect copyright laws. If I am unsure about what constitutes inappropriate copying or plagiarism, I will consult with a teacher or administrator.
- ask a teacher or administrator if I am uncertain about whether a specific activity, program, or website is permitted or appropriate.
- help maintain a safe digital environment for *everyone*. If I see a message, comment, image, or anything else online that makes me feel concerned for my safety or the wellbeing of another student (for example: threats or insults), I will immediately bring it to the attention of a teacher or administrator.
- remember that I am an ambassador of the school whenever I communicate with others.

I will not . . .

- use technology in a way that could be harmful to myself or others.
- make, post, or share audio/video recordings of anyone without their prior permission.
- pose/post as someone else in any digital communication.
- search for inappropriate content/images online or download programs to a school computing device.
- use software or applications in the classroom that distract me from my learning.
- try to circumvent the school's safety measures and Internet filtering tools.
- use someone else's password or take advantage of a student who inadvertently left a computer or iPad without logging out.
- use anyone else's computing devices (including iPad or phone) without expressed explicit permission.
- agree to meet someone I met online in real life (without parental permission).

If or when a mistake is made, I will . . .

- try to correct my mistake immediately.
- quickly contact a teacher or administrator and explain the situation honestly.
- apologize to any individuals that may have been adversely affected by my actions and find ways to fix the situation.

I have read the Middle School Responsible Use Policy and reviewed it with my parents. I understand and accept the responsibilities that come with using a computing device at Trinity Valley School.

Student's name and grade
(please print)

Student signature and date

Name of parent/guardian
(please print)

Parent signature and date