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Acceptable Technology Use Policy for Remote Learning

OVERVIEW

Technology enhances our ability to express original ideas, demonstrate new understandings, communicate and collaborate with peers and teachers, and delve deeper into academic content and topics of special interest. Remote Learning offers incredible opportunities for independence, freedom in time management and access to resources. Remote Learning also requires digital citizenship and etiquette.

EXPECTATIONS

All users of Wagner Middle School technologies are expected to act in a responsible, ethical, and legal manner in accordance with Wagner's standards of behavior, federal and state laws, and schoolwide expectations for appropriate technology usage. Accordingly, electronic devices or systems (school or personally owned) will abide by this ethical standard. With technology access comes responsibility, and users will be held accountable for their actions as per the Chancellor's Regulations.

ACCOUNTABILITY

All students will be held responsible for their use of technology resources. Inappropriate use (whether unkind, unethical, or illegal) may result in loss of privileges and disciplinary action. Discipline and interventions will be progressive in nature, and may include: parent conference, guidance intervention, administrator intervention, additional education and suspension from some or all of Wagner's remote learning opportunities.

DIGITAL CITIZENSHIP

"Digital citizenship aims to teach everyone what technology users must understand in order to use digital technologies effectively and appropriately." ¹ This usually includes digital communication, protecting private information, and digital etiquette. ¹

DIGITAL ETIQUETTE AND CYBERBULLYING

Digital etiquette, "the electronic standards of conduct," ¹ is expected from students when engaging on any Wagner Middle School online platform. Students may not engage in any activity that could be deemed as cyberbullying, "willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices." ²

Common forms of cyberbullying include: ³

- **Flaming and Trolling:** sending or posting hostile messages intended to "inflare" the emotions of others

¹ Ribble, M. (2011). *Digital citizenship in school* (2nd ed.) Eugene, Or.: International Society for Technology in Education.

² What is Cyberbullying? - Cyberbullying Research Center (Cyberbullying Research Center) <http://cyberbullying.org/what-is-cyberbullying/>

³ Hinduja, S., & Patchin, J. (2009). *Bullying beyond the schoolyard: Preventing and responding to cyberbullying*. Thousand Oaks, Calif.: Corwin Press.

- **Identity Theft/Impersonation:** stealing someone's password and/or hijacking their online accounts to send or post incriminating or humiliating pictures, videos, or information
- **Photoshopping:** doctoring digital images so that the main subject is placed in an embarrassing situation
- **Physical Threats:** sending messages that involve threats to a person's physical safety
- **Rumor Spreading:** spreading gossip through email, text messaging, or social networking sites

TERMS AND CONDITIONS

1. Respect all users and resources.

- a. The same respect that Wagner expects students to show in face-to-face behavior should be shown online. Whether using a personal or school device, students may not engage in any activity that could be deemed cyberbullying.
- b. Students may not modify files or passwords belonging to other users, misrepresent other users, or attempt to gain unauthorized access to any Wagner login.
- c. Students may not plagiarize the works of others. Plagiarism is the act of using someone else's ideas or words, and presenting them as your own.
- d. **Do not screenshot any online meeting.** Users found to screenshot and share meetings will be subject to disciplinary measures.
- e. Appropriate language should be used at all times. Appropriate attire should be worn when sharing video, and students must act appropriately. A good guideline is if you wouldn't do it in front of your parent or guardian, don't do it in front of your teacher or classmates.

2. Email accounts and user files are not guaranteed to be private. The Wagner Middle School reserves the right to access information stored in Wagner user account drive folders or in email.

3. Safeguard your reputation and that of your community.

- a. It is virtually impossible to retract content that is shared electronically. Content can be downloaded, re-purposed, and forwarded to audiences worldwide. Students should be careful when sharing digital content, and report any questionable materials and/or situations.

Parent and Guardian Responsibilities

Remote learning provides an alternative learning environment that brings different challenges in supporting your children in appropriate technology usage. We strongly urge you to monitor your child's usage by

1. Ensuring you understand your child's screen-time schedule for the day.. Monday through Friday, students will be expected to be online to provide accurate attendance data and engage with assigned google classrooms.. They will review their schedule of work with their assigned google classroom, but will not have to be online all day.
2. Considering using parental controls on computers, chromebooks or phones to limit usage.
3. Monitoring their electronic behavior. Wagner staff will be "there" for remote learning, but your child will be online and using forums, apps, etc. when we are not.
4. Reminding students of Wagner Middle School's top 3 expectations: Readiness, Respect, Responsibility
5. Report all violations of the acceptable use policy to the grade level team for your child. Encourage your child to report any violations as well and monitor their own use.

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