

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

**Purpose:**

This document outlines the general requirements for Howard County Public School System (HCPSS) Policy 8080: Responsible Use of Technology and Social Media (<http://www.hcpss.org/board/policies>), which describes the responsibilities of all individuals when using HCPSS owned or personally owned technology devices on the HCPSS network. We require that you review and discuss this document with your child, sign it, and return it to the school.

**Social Media and Third Party Collaborative Tools**

HCPSS is using a number of technology tools to enhance instruction and educate students about safe and effective practices when interacting online. Students may be using third party web-based collaborative applications to create and post their work to the Internet. Examples of these tools include, but are not limited to: Canvas, Google Apps for Education, Edublogs, etc. For more information visit <http://www.hcpss.org/third-party>.

All web-based collaborative application activities are designed to protect student privacy. Teachers and staff who use these tools establish a safe digital community where participants involved in the project can read and/or post. Anonymous usernames allow the teacher and other students to identify the author, but maintain anonymity if viewed by guests such as parents. Furthermore, the teacher will be monitoring all posts for appropriateness.

**Responsible Use of Technology:**

All individuals will act in a responsible, civil, ethical, and appropriate manner when using technology for Howard County Public School System (HCPSS)-related activities. HCPSS technologies are accessible for instructional use and HCPSS activities consistent with current student instructional requirements. The personal use of technology and social media may not interfere with student work, cause disruptions to the school or work environment, result in additional cost to HCPSS, or violate HCPSS policies or applicable laws. Individuals are responsible for exhibiting the behavior as outlined in the policy on all HCPSS sanctioned devices and all HCPSS sanctioned digital and social media, just as they are in a classroom or a school hallway.

**Responsibilities of Users:**

Please review the *Appendix A: Responsibilities of Users*. Inappropriate use as outlined in *Appendix A: Responsibilities of Users* will result in the temporary or permanent termination of technology access privileges, in addition to any financial obligation incurred, and applicable disciplinary action in accordance with Policy 9200 Discipline.

## Appendix A: Responsibilities of Users

---

ALL individuals using HCPSS or personally owned technology on the HCPSS network must comply with the following:

1. Individuals may use technology when directed to do so by an instructor or administrator or if the technology has been previously approved for student use.
2. Individuals may use personal technology devices only when approved by a teacher, administrator, and the Superintendent/Designee.
3. Individuals are responsible for their behavior while utilizing school system or personally owned technology.
4. Individuals will respect others: use appropriate language, constructive criticism, and support the efforts of others.
5. Individuals will respect online spaces and facilities: use appropriate edits, upload only appropriate images and files, and take care not to delete or damage other student or staff material on any site.
6. Individuals will utilize social media and third party online collaborative digital space to demonstrate exemplary work and to develop a positive online presence.
7. Individuals using technology will not intentionally create, access, share, download, or print content that:
  - a. Depicts profanity, obscenity, the use of weapons, terrorism, or violence.
  - b. Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products.
  - c. Contains sexually suggestive messages or is sexually explicit or obscene.
  - d. Depicts gang affiliation.
  - e. Contains language or symbols that demean an identifiable person or group or otherwise infringe on the rights of others.
  - f. Causes or is likely to cause a disruption to HCPSS activities or the orderly operation of the HCPSS.
  - g. Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse or behavior.
  - h. Constitutes bullying, cyberbullying, harassment, or intimidation in violation of Policy 1040 Safe School Environments, or Policy 1060 Bullying, Cyberbullying, Harassment, or Intimidation.
8. Individuals are responsible for taking reasonable precautions to protect HCPSS-owned technology equipment against damage and/or theft.
9. All content transmitted through technology for HCPSS-related activities is subject to all relevant HCPSS Board policies.
10. Individuals are responsible for using HCPSS technology and social media, whether onsite or remotely, in an ethical, responsible, and legal manner.
11. Individuals will not engage in unauthorized activities. These include, but are not limited to:
  - a. Accessing information for which the individuals do not have privilege.
  - b. Knowingly deploying computer viruses or software with malicious intent.
  - c. Violating copyright laws or the privacy rights of others.
  - d. Plagiarizing.
  - e. Accessing technology via another individual's account credentials.
  - f. Damaging technology.
  - g. Circumventing or disabling technology protection measures put in place by the Superintendent/Designee.
12. Reasonable exceptions to this provision may be made for students conducting educational research under the direction of a teacher. Specific permission must be granted regarding the nature of the research to be conducted and the type of files related to that research which might be accessed/created.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

**Acknowledgement:**

HCPSS uses technological measures such as filtering to promote Internet safety and comply with the federal Children's Internet Protection Act (CIPA). This limits students' ability to access harmful Internet sites from any device, but only when it is connected to the HCPSS network. Access through cellular networks does not provide the same measures of filtering. Students should only use the HCPSS network (not private cellular service) for Internet access while on HCPSS property.

Please discuss and sign this form with your child and review Howard County Public School System Policy: 8080 Responsible Use of Technology and Social Media (<http://www.hcpss.org/board/policies/8080.pdf>). By signing this form, you are acknowledging receipt of the provisions of Policy 8080 Responsible Use of Technology and Social Media and that your child understands and agrees to the provisions of HCPSS policy.

By signing this form below:

- I/We have read the HCPSS 8080 Policy Agreement and acknowledge receipt of the provisions of Policy 8080 Responsible Use of Technology and Social Media.
- I/We understand that any personal technology device my child brings to school is subject to the conditions in this document.
  - I/We understand HCPSS is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home.
  - I/We understand HCPSS is unable to store, support or troubleshoot personal technology devices and the student takes full responsibility for appropriately securing the device when not on use.

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Print Student's Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

