

Responsible Use of Technology and Social Media/Third Party Services Middle School Form

Howard County Public School System (HCPSS) Policy 8080: Responsible Use and Social Media (<http://www.hcpss.org/board/policies>) outlines the responsibilities of all individuals when using HCPSS owned or personally owned technology for HCPSS activities. Please review and discuss this document with your child, sign it, and return it to the school.

Protect

- Students will protect their identity and reputation.
- Students are responsible for their behavior and character on the HCPSS network.
- Students are responsible for the care and use of all equipment.

Appropriate

- Students will act in an appropriate manner and use digital tools like websites, collaborative apps, and social media for educational purposes.
- Students will respect others: use appropriate language, constructive criticism, and support the efforts of others.
- Students will only use programs, websites, and other digital tools that their teacher has assigned.
- Students may not use devices to express words or phrases that are rude, disrespectful, or inappropriate.
- Students may not use devices to bully, cyber-bully, harass or intimidate others.

Legal

- Students will use third party digital tools for educational purposes. For more information visit <http://www.hcpss.org/third-party>
- Students will follow copyright laws including rules about plagiarism and copying media.
- Students will respect online spaces and facilities: use appropriate edits, upload only appropriate images and files, and take care not to delete or damage student or staff digital materials.
- Students may not download, save or print files, pictures or messages without permission from their teacher or other adult in charge.

Safe & Responsible

- Students will maintain a positive digital footprint.
- Students will be safe and responsible about handling computers, software, and other technology devices or equipment.
- Students may not change or modify school system accounts without permission from their teacher or other adult in charge.
- Students may not install software on school system equipment.
- Students will utilize all HCPSS collaborative tools and social media and to demonstrate exemplary work and develop a positive online presence.

I am responsible for asking my teachers any questions I may have about responsible technology use. I also understand the consequences as discussed in class should I violate this policy. I must sign this agreement with my parents and return it to my homeroom teacher before I may use any technology devices this school year.

Student Name: _____

Grade/Teacher: _____

Student Signature: _____

Parent Signature: _____