2017-2018

The Woodland Inspires 1:1 Chromebook Program and Student Handbook

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1.0 *Woodland Inspires* Vision

Woodland Inspires Philosophy of Learning

Technology plays a vital role in the daily life of each student, parent, staff member, and resident in the Woodland Community. Access to technology at school for Woodland students has always been limited to the availability of a few computer labs, computers in the libraries, and some mobile carts. At home our families have a spectrum of technology access ranging from having a single parent non-smart phone to some students having multiple devices of their own. With this spectrum, Woodland needs to lead access for students in the form of a one-to-one program. The Woodland Board of Education voted on September 22, 2015, to formally begin the *Woodland Inspires* initiative within sixth through eighth grade. On September 27, 2017 the Woodland Board of Education approved the expansion of *Woodland Inspires* for our 4th and 5th grade students.

Woodland Inspires is primarily an instructional initiative and secondarily a technology initiative. Our goal is to enhance the depth, complexity, and comprehensiveness of our students' academic, social, and personal growth through the support of technology.

Specifically, the vision for *Woodland Inspires* includes:
- Developing effective problem solvers
- Increasing the variety of communication skills
- Freedom of student choice and exploration of a student's own thoughts
- Personalization of learning,
- Blending traditional and digital methods

A technology review committee working through 2014 and 2015 developed these vision elements after numerous site visits and conversations. Again, the focus is not primarily on learning technology itself, but rather how to use technology to deepen the quality of student learning.

A 2014 technology research meta-study from Stanford University aligns to the *Woodland Inspires* Vision. The research reviewed more than 70 studies and found mixed to minimal results of numerous one to one technology programs for student learning. Only when one-to-one computer programs focused on the following three elements, did they find the programs to be effective:
- Using technology for interactive learning
- Using technology to explore or create, rather than rote practice
- Maintaining a proper blend of teacher and technology

At Woodland, we will continue to use effective and engaging instructional strategies with our students by infusing traditional and digital methods to prepare them for 21st century college and careers.

2.0 General Policies and Procedures

Students are responsible for the general care of the Chromebook they have been issued by Woodland School District. The Chromebooks have been setup and will be used by an individual student only. No one will be able to sign in to the Chromebook except the student. Family members and friends should not have use of the Chromebook. Chromebooks that are broken or fail to work properly must be taken to the technology department for an evaluation of the equipment. Never try to repair the Chromebook yourself or have someone outside the district work on it, as this could void the warranty. Take your Chromebook to the technology department as soon as possible if needed for repairs.

2.1 General Precautions
Chromebooks are intended for use at school each day. Protect the Chromebook at all times and follow general expectations regarding the device:

- The Chromebook is school property and all users will follow the policies within the Student Handbook and Chromebook agreement.
- Do not share passwords or usernames.
- Do not loan devices to other students.
- Do not borrow a device from another student.
- Power cords, cables, or removable storage devices must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that cannot be removed without damaging the device.
    - Administrators or teachers may do spot checks for compliance at any time.
    - Woodland School District will make labels available through the ROAR Store or through the teachers for personalization of the Chromebook.
    - At this time there is only one vendor that sells the Chromebook covers. They can be purchased online and information will be provided.
        - There are several colors available; however, ORANGE is a reserved color of the district and cannot be used.
- No food or drink is allowed next to your Chromebook.
- Vents cannot be covered.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must have a Woodland District 50 inventory tag on them at all times and this tag must not be removed or altered in any way. If the inventory tag is removed, disciplinary action may result.
- Chromebooks must never be left in an unlocked locker or any unsupervised area.
- Chromebooks are very sensitive to extreme heat and cold. Leaving devices in cars, direct sunlight, may expose them to these conditions and is potentially harmful to the device and should be avoided.
- Do not stack any books or other heavy materials on top of the Chromebook as it could cause the device to break.
- Chromebooks should not be left out or used near pets.
- District owned Chromebooks should never be repaired outside of the district or taken to a third-party computer repair service.

2.2 Unauthorized Access and/or Damage to Chromebooks of Other Students

- Access to another person's account, device, or computer without their consent or knowledge is considered hacking and is unacceptable.
- If a student accidentally or purposefully damages or breaks another student's Chromebook and/or charger, the student who caused the damage is responsible for all expenses related to repairs or replacement of the Chromebook and/or charger.

2.3 Student Responsibilities

- Students are responsible for the general care of the Chromebook they have issued by the district.
- Students are expected to use Chromebooks in an appropriate manner to ensure no damage to the devices.
- Students are expected to fully charge their Chromebooks at night and bring them to school each day. They are expected to bring their Chromebooks to each class unless otherwise directed by the teacher.
- If a student's Chromebook is broken or fails to work properly, the student is responsible for reporting the issue immediately and taking the device to the Technology Department. **See Section** 3.6 Chromebooks Undergoing Repair
- Students are expected to use Chromebooks in a responsible manner through obeying school rules and the Woodland School District Acceptable Use Policy.
- The Chromebooks will be repaired at no fee for accidental damage. Intentional damage or vandalism causing a repair will be charged to the family up to the full replacement cost.

2.4 Parent Responsibilities

A Chromebook has been issued to your child for the duration of the school year to improve and personalize his or her education as part of the Woodland Inspires 1:1 Program. It is essential to follow the Acceptable Use Policy and ensure the safe operation of the district's Chromebook. In order for your child to use the Chromebook in class and at home, you must be willing to:

- Review the Acceptable Use Policy with your child
- Supervise your child's use of the Chromebook at home
- Take precaution to protect and store the Chromebook at home
- Ensure your child brings the Chromebook to school fully charged

2.5 Chromebook Identification

The district will maintain a log of all district owned Chromebooks including serial number, asset tag number and barcodes, and name and ID number of the student assigned to the Chromebook. Do **NOT** remove any tags on the Chromebook that are secured. Altering, defacing, or destroying the Woodland Identification Tag or Chromebook Barcode will result in disciplinary action.

2.6 No Expectation Of Privacy

The District may, without prior notice or consent, log, supervise, access, view, monitor,

and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use. <u>Students should not have a expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law.</u> The district does not have the ability to activate the camera remotely but will review all logs and reports available.

- Monitoring Software
  - Teachers, school administrators, and the technology staff may use monitoring software that allows them to view the screens and activity on student Chromebooks at school.

2.7 Content Filter
Students are bound by the District Acceptable Use Policy and this handbook whenever using their Chromebook. Although the district will be using a web filter that is compliance with the federally mandated Children's Internet Protection Act (CIPA), students should work at home in plain sight of their parents an not behind a closed door.

2.8 Music, Videos, Games, Apps, Extensions, or Programs

Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement also violates the District's internet service provider's terms of service and could lead to limitation or suspension of the District's internet service. See more about copyright issues at www.respectcopyrights.org.

2.9 Inappropriate Content
Parents should set expectations for appropriate apps, content, music, and videos on their student's device. Inappropriate content will not be allowed on devices. Apps rated 17+ or games with an ESRB rating of Mature are not allowed. NC-17 rated movies, 17+ rated apps, TV MA rated content, and Explicit Content is blocked on student Chromebooks. Any violation of this policy will result in deletion and disciplinary action.

2.10 Returning the Chromebook at the End of the Year
Teachers will arrange for students to return the device at the end of the school year and check it in with the Technology Department and the Learning Resource Center. More information will follow later in the year.

3.0 Using Your Chromebook

3.1 Using Your Chromebook at School
Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. It should be brought to all classes unless otherwise specified by a teacher

3.2 Using Your Chromebook at Home
Students are encouraged to use their Chromebooks at home or outside the school district. A wifi Internet connection will be required for a majority of the Chromebook use. Some activities can be done without internet and students will receive instructions on how to use the Chromebook storage for working offline.

3.3 Screen Care
- The Chromebook screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not grasp screen by wrapping your hand around the screen (your thumbs could shatter the screen).
- Do not lean on top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth (do not use any cleaning solvents).
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

3.4 Charging Your Chromebook
- Chromebooks must be brought to school fully charged each day.
- Students need to charge their Chromebook each evening.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.
- Repeat violations may result in disciplinary action.

3.5 Chromebooks Left at Home
- If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present.
- Students will need to contact their teacher for the day to checkout a loaner device from the newly created Wildcat Rescue Center in the LRC.
- If a student leaves their Chromebook at home for two consecutive days, they may be required to bring in the device, and the teacher will verify possession of the assigned Chromebook.

3.6 Chromebooks Undergoing Repair
If a Chromebook needs repair, the student will notify the teacher and take the Chromebook to the Wildcat Rescue Center in the LRC.
- Chromebook loaners may be issued to students when they leave their school-issued Chromebook with the Tech Department for repairs.
- In order to receive a loaner Chromebook, students must present their ID for checkout.
- These loaners are given on a short-term basis until the original Chromebook has been repaired.
- The student will be responsible for any damage or loss to the loaner Chromebook while it is in their possession.
- Teachers will document each time a loaner is checked out to a student.
- Students that obtain a loaner will be responsible for returning the device before or after school when receiving originally assigned Chromebook.

The Technology Department will notify the student when repairs are complete and the device can be picked up. Reports of abuse will be reported to the Assistant Principal.

3.7 Photo Library / Screensavers / Background Photos
- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- The Chromebook should not be used to take photos, post them online or manipulate them to embarrass the target.

3.8 Sound
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher.

3.9 Deleting Files/Apps
Do not delete any apps, folders or files that you did not create or that you do not recognize. Deletion of certain files or apps will interfere with your ability to complete certain coursework and may inadvertently affect your grades.

3.10 Printing
Students will not be printing at home or at school. Students will be publishing all work digitally and will share their work with their teachers and peers.

4.0 Education

The primary use of Chromebooks in the classroom is for educational purposes. Students will develop an awareness of appropriate use of the device and learn how to navigate available tools for education.

4.1 Digital Citizenship
All students will participate in Digital Citizenship course the first three weeks of the program.

4.2 Google Applications
The students will be using Google Apps for Education, which is a suite of applications and collaboration tools. This includes Google Docs (word processing), Spreadsheets, Slides, Drawings and Forms. All work will be stored in the cloud through individual Google Accounts managed by the School District. Students will only be able to communicate with Woodland Staff and Students.

4.3 Chrome Apps and Extensions
Students are allowed to install appropriate Chrome apps and extensions from the Chrome Web Store, but are responsible for the web apps and extensions they install. Inappropriate material will result in disciplinary action. Some apps will be available to use when the Chromebook is not connected to the WiFi.

4.4 Schoology
The students will be using Schoology, which is a learning management system for communication, assignments, tests, quizzes, etc. It is a virtual classroom for the teacher and students to work and collaborate for learning inside and outside the classroom. The environment is password protected and has an area specific to Woodland Intermediate and Middle School staff and students.

4.5 Standardized Assessments
Students may use devices for standardized testing i.e. PARCC and MAP etc.

4.6 Managing Files and Saving Work
The majority of the student's work will be saved in the Google Drive or in Schoology and can be accessed from any computer with an Internet connection. The student's ID and Password will secure all.

Some files may be stored on the Chromebook's hard drive. Teachers will be instructing students on how to use the Chromebook's storage capabilities.

5.0 Chromebook Use, Care, and Classroom Routines

Locker / Cubbies	✓ Chromebook should be stored on its side standing up or on top of books ✓ Never pile things on top of the Chromebook ✓ Never leave it in the bottom of the locker ✓ Never leave the locker set to open without entering the combination
Hallways	✓ Properly secure the Chromebook while you carry it ✓ Never leave the Chromebook unattended for any reason
Classroom	✓ Center the Chromebook on the desk ✓ Always close the lid of the Chromebook before standing up or leaving your device. Closing the device ensures that the next time it's opened it will need to be logged in
Home	✓ The power cord/charger remains at home ✓ Charge the Chromebook fully each night ✓ Use the Chromebook in a common room of the house ✓ Store the Chromebook on a desk or table – never the floor ✓ Protect the Chromebook from extreme heat/cold, food/drinks, and pets
Prohibited Actions	DO NOT… ✓ Put stickers or additional markings on the device, batteries, or power cord/chargers ✓ Deface school issued equipment in any way. This includes but is not limited to marking, painting, drawing, or marring any surface of the Chromebook ✓ Alter, deface, or destroy the Woodland Identification Tag/Chromebook Bar Code ✓ If such action occurs, the student will be billed the cost of the replacement

Woodland District
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Acceptable Use
Guidelines
Access and Use of District Information Network
Systems

Definition

Woodland District #50 network systems will include all computer hardware and software owned and operated by the district, district electronic mail (email), district web sites, district on line services and bulletin board systems and electronic information systems (e.g. Internet). "Use" of the district network systems includes use of or obtaining access to the system from any electronic device, computer and all other WIFI technologies.

Authority

The district's information network systems were established to comprise part of the school curriculum, facilitate communication between the school and community, and enhance the administration of the district. The information network systems do not constitute a public forum. The district reserves and retains the right to regulate the content and links to the Information Network System. The district has the right to and does monitor the use of the Information Network System. Except as provided by federal and state statutes protecting the confidentiality of student's records, no user of the Information Network Systems has an expectation of privacy in connection with such use.

Responsibility

The Woodland Board of Education recognizes that while the Internet and on-line services afford access to legitimate sources of information for academic and educational purposes, they also enable access to material that may be illegal, obscene or indecent. The use of the components of the district's Information Network Systems and the Internet shall be consistent with the district's Strategic Plan and curriculum adopted by the Board of Education. **Prohibitions**

District students, employees, contractors, and guests are expected to act in a responsible, ethical and legal manner in accordance with Federal and State law, district policy, and the District Acceptable Use Guidelines.

Specifically, the following uses are prohibited:
a. Use of the network to facilitate illegal activity
b. Use of the network for commercial or for-profit purposes
c. Use of the network for product advertisement or political lobbying
d. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication including sexting and cyber-bullying
e. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
f. Use of the network to access obscene or pornographic material
g. Use of inappropriate language or profanity on the network
h. Use of the network to transmit material likely to be offensive or objectionable to recipients
I. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users
j. Impersonation of another user, anonymity and pseudonyms
k. Use of the network to fraudulently copy communications, or modify materials is in violation of copyright laws
L. Loading or use of unauthorized games, programs, files, or other electronic media

m. Use of the network to disrupt the work of others

n. Destruction, modification, or abuse of network hardware and software

o. Quoting personal communications in a public forum without the original author's prior consent

p. The illegal use of copyrighted software by students and district employees is prohibited. Any software to or downloaded from the network shall be subject to "fair use" guidelines.

To protect the integrity of the system, the following guidelines shall be followed:

- The district has the right to and does monitor the use of the Information Network Systems
- Employees and students shall not reveal their passwords to another individual
- Users are not to use a computer that has been logged onto using another student or staff name.
- Users are to use computers to which they are permitted access.
- Any user identified as a security risk having history of problems with other computer systems may be denied access to the network.
- Staff should only use the district's network to contact students about school-related information.
- Staff will not engage in non-school related communications with current or former students under the age of 18, on social networking sites, through blogs, wiki pages, text messaging, or other forms of online communication.

The district accepts no liability or other responsibility for costs related to commercial services accessible on the Internet, that are metered surcharges, or any other costs which might be related to sue of the Inter net. No one is to incur charges that may in any fashion be invoiced to the district without prior approval from an administrator.

Safety

- To the greatest extent possible, users of the network will be protected from irrelevant or inappropriate messages (i.e. spam).
- Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.
- Network users shall not publish or reveal personal information about themselves or others on the network.
- Network users shall not engage in instant messaging nor participate in chat rooms or video conferences, without prior express permission while on school property.

Woodland's primary concern in maintaining network access is that student safety and security not be compromised at any time. Some of the most effective safety measures can best be implemented by students themselves. Parents are encouraged to discuss the following safety measures with their child(ren):

1. Students should not give out their personal information such as their name, age, home address, telephone number, photograph, their parents' work address or telephone number, or the name or location of the school over the Internet or through email. Students should not give out such personal information about other individuals over the Internet or through email.

2. Students should immediately inform their parents or a member of the district staff if they come across any information on the Internet or in an email that makes them feel uncomfortable. Students should not respond to any email or other message that makes them feel uncomfortable.

3. Students should never agree to meet someone in person whom they have "met" online without parental knowledge, permission, and supervision.

Violation of Acceptable use Guidelines

Use of the Information Network Systems is a privilege not a right. Inappropriate use will result in a revocation of network privileges. The Director of Technology may close an account at any time should inappropriate activity be detected.

Violation of acceptable use guidelines may be subject to consequences including but not limited to discipline, loss of system use privileges, and referral to law enforcement authorities and/or legal action.

Woodland Inspires School District 50
Google Apps for Education Permission Form
for Student Email, Online Documents, Calendar, Videos and Sites

Dear Parents/Guardians,

Woodland School District 50 will be utilizing **"Google Apps for Education"** for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with Parents is essential to a successful experience.

The following services are available to each student and hosted by Google as part of Woodland School District 50 online presence in Google Apps for Education:

- Email - an individual email account for school use only, managed by Woodland School District 50. Students will only be able to communicate with Woodland Staff and Students.
- Calendar - individual calendar to organize schedules, daily activities, and assignments.
- Docs/Drive - word processing, spreadsheet, drawing, and presentation toolset very similar to Microsoft.
- Sites - an individual and collaborative website creation tool
- Video - access and storage for project videos

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. Google Apps for Education is available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Although our current web filters give staff the ability to track home use and URL's and can be reviewed at School. Students are responsible for their own behavior at all times.

Federal laws govern technology use in Woodland School

District 50 Including: Children's Online Privacy Protection Act

(COPPA)
COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Woodland School District 50 presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.
--COPPA – http://www.ftc.gov/privacy/coppafaqs.shtm

Child Internet Protection Act (CIPA)

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The district is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student mail containing harmful content from inappropriate sites will be blocked.
-- CIPA - http://fcc.gov/cgb/consumerfacts/cipa.html

Family Educational Rights and Privacy Act (FERPA)
FERPA protects the privacy of student education records and gives parents the rights to review student records.
Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. --FERPA –
http://www.ed.gov/policy/gen/guid/fpco/ferpa

Guidelines for the responsible use of Google Apps for Education by students:

1. **Official Email Address.** All students will be assigned a username@stu.dist50.net email account. This account will be considered the student's official D50 email address until such time as the student is no longer enrolled with Woodland School District 50.

2. **Conduct.** Students are responsible for good behavior just as they are in a traditional school building.
Students are not permitted to use obscene, profane, threatening, or disrespectful language. Communication with others should always be school related. 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. (Please refer to the Student Handbook)

3. **Access Restriction.** Access to, and use of, student email is considered a privilege accorded at the discretion of Woodland School District 50. The District maintains the right to immediately withdraw the access and use of these services, including email, when there is reason to believe that violations of the law or District policies have occurred. In such cases, the alleged violation will be referred to a building administrator for further
Investigation.

4. **Security.** Woodland School District 50 cannot, and does not guarantee 100% the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, and the district is using a web filter product the District cannot assure that users will never be exposed to unsolicited information. But we will make every effort to follow recommendations and to be in compliance with all laws.

5. **Privacy.** Woodland School District 50 and all electronic users should treat electronically stored information in individuals' files as confidential and private. Users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the user's Google account, including current and archival files of user data, at will of when deemed appropriate by administrators.

Woodland School District 50
Google Apps for Education Permission Form
for Student Email, Online Documents, Calendar, Videos and Sites

Parents and Students Sign and Return to School

Student's School: (*Please circle*) Elementary East   Elementary West   Intermediate   Middle

Student Name: (*Print*) _____

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding Illinois law, a student's education records are protected from disclosure to third parties. I understand that my student's education files/records stored in Google Apps for Education may be accessible to someone other than my student and Woodland School District 50 by virtue of this online environment. My signature below confirms my consent to allow my student's education files/records to be stored by Google.

I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (http://www.google.com/a/help/intl/en/edu/privacy.html). I understand that I may ask for my child's account to be removed at any time.

_____ **YES**, I give permission for my child to be assigned a full Woodland School District 50 Google Apps for Education account. This means my child will receive email account and access to Google Docs, Calendar, Videos and Sites.

_____ **NO**, I do not give permission for my child to be assigned a full Woodland School District 50 Google Apps for Education account. This means my child will NOT receive an email account or access to Docs, Calendar, Videos and Sites.

Parent Signature: _____   Grade: _____

Woodland Inspires Student and Parent Pledge

Student Name: _____ Team: _____

Student Initials	Affirmatives	Parent Initials
	We have reviewed the *Woodland Inspires* Handbook and will follow the expectations and recommendations. I understand I will have no assumption of privacy. Everything I do will be reviewable.	
	We will agree to safe Chromebook use at home. We will only use the Chromebook in common areas in our house and I will be supervised. I will not use the Chromebook alone in my room. We will have set times for use and set times the Chromebook will be turned off.	
	I will be aware of what I post online. Website and social media venues are very public. What I contribute leaves a digital footprint for all to see. I will not post anything I wouldn't want friends, parents, teachers, future college, or employers to see.	
	I will follow the District's Responsible Use Guidelines when writing online. It is acceptable to disagree with other's opinions; However, I will do it in a respectful way. I will make sure that criticism is constructive and not hurtful. I understand what is inappropriate in the classroom is inappropriate online. I will not go into chat rooms.	
	I will be safe online. I will never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. I will not share my password with anyone.	
	I will do my own work. I will not use other people's intellectual property without their permission. I know it is a violation of Copyright Law to copy and paste other's work into my own without proper permissions granted. I will cite all sources.	
	I will verify permissions have been granted for pictures or they are part of Open Source. I understand that pictures may also be protected under Copyright Law.	
	I recognize how I represent myself online is an extension of myself. I will not misrepresent myself by using another's identity.	
	If I encounter inappropriate material online while on school district property that makes you feel uncomfortable, or is not respectful, I will report it to my teacher or school administrator immediately. If this happens at home I will tell a parent immediately.	

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____