



## Chromebook Use and Digital Citizenship Agreement

Primary Prep believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

### Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, chromebook, thumb drive).
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always logout before leaving a computer.
- I will immediately report any inappropriate behavior directed at me to my parent, teacher, Principal, or other adult at school.

### Respect and Protect Others

- I will not use computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files, or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my parent, teacher, Principal, or other adult at school.

### Respect and Protect the Learning Environment

- I will limit my web browsing at school to school research or personal research similar to that which I would do in class.
- I will not visit inappropriate web sites. If an inappropriate page, image or search result comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only change background images and screensavers to school appropriate images.

Honor Intellectual Property

- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.

By signing this agreement, I acknowledge that I have read, understand, and accept the terms of Chromebook Use and Digital Citizenship Agreement. I agree to be financially responsible for the repair or replacement cost should the Chromebook be lost, stolen, or damaged.

Student Name: \_\_\_\_\_

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

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

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

Chromebook Serial Number: \_\_\_\_\_

Assignment: \_\_\_\_\_