

Technology User Policy K-3 – Required Lesson

Board Policy No. 7205

Essential Question

How can we follow the Student Use of Technology policy while using electronic devices at school or at home when working on school related matters?

Lesson Overview

Students will learn about the district Board Policy No. 7205. They will learn how to use district technology safely and to follow the guidelines set in the board policy. Students will also discuss unacceptable use of district technology.

Learning Objectives

Students will learn acceptable and unacceptable use of District provided technology resources and tools.

Materials and Preparation

- A copy of the student worksheet to assist the teacher with the class discussion.
- White boards or paper pencil (can be verbal too) or create an in class chart with teacher.
- A copy of the ***K-6 Family Media Agreement*** for every student to take home and discuss with his/her parents. (Could be used as a homework activity)

Family Resource

K-6 Family Media Agreement

Key Vocabulary

- **Technology** – anything that is electronic and allows you to create or communicate with others.
- **Responsibility** – Making good choices
- **Private information** – your full name, where you live, phone number, your school name, birthdate, mother’s name
- **Unauthorized** – without permission
- **Inappropriate** – something that makes someone else mad, sad or uncomfortable
- **Contract** – A written agreement.

Warm-up

What are some things we can and cannot do at school? (use whiteboards, paper pencil, or class chart)

Example

Can Do	Cannot Do
Read a book	Run in the halls
Complete my classwork	Rough play at recess

Today, we will find out what we can and cannot do when we use the computers in our school.

Concept Development

- The Technology User Policy is a contract that provides rules and guidelines for how to use technology at school.
- Students may only use the INTERNET at school if their parents discussed the Technology User Policy with them

and parents signed it when they registered.

Teacher asks the class: **Why would we use the internet at school?** (make a list of activities i.e. To learn about something, to visit some place far away, to check a fact, to see a picture of something)

Explain

Teacher refers to K-3 Technology Acceptable Use Policy Handout. Teacher reads the handout aloud.

Teacher asks: **What are inappropriate activities while using the computer?** (create a list and discuss with students why these are not appropriate)

Let's remember that...

- The Technology User Policy is a contract that provides rules and guidelines for how to use technology at school.
- Students may only use the INTERNET at school if their parents discussed the Technology User Policy with them and parents signed it when they registered.

Think Aloud

Teacher read the following scenario and decides if it is an acceptable use of the internet.

Is looking for books using the library website acceptable? Yes or No? Why?

All think Aloud

Teacher reads sentence below.

Is using the website set up by your teacher for a class project acceptable? Yes or No? Why?

Is logging onto Lego.com or Webkinz and playing a game during class during class acceptable? Yes or No? Why?

Independent Practice

Teacher reads aloud following sentence and has students use whiteboards, thumbs up/down or paper pencil to answer individually.

Is going to Google to search for (animals, President Lincoln, insects) acceptable? Yes or No? Why?

Is checking on the weather at your grandmother's house acceptable? Yes or No? Why?

Is chatting with others on the computer during class time acceptable? Yes or No? Why?

After the lesson is complete talk to students about the K-6 Family Media Agreement

- Remind them you discussed how to use technology at school and it is just as important to talk about it at home with their parents.
- Show them the **Family Media Agreement K-6 (pages 2-3)**
 - Discuss what is on the agreement.
 - Assign the **Family Media Agreement K-6** (could be used as homework).
- If you send information home about the agreement, share with families there are suggested guidelines

and talking points to assist them with the conversation they will have with their students as they complete the **Family Media Agreement**.

- Suggest parents make a copy to return to school or take a photo of it before returning the agreement.
- Share with parents the importance of starting conversations regarding technology and its use early on to help avoid the pitfalls of misuse later.

Technology Acceptable Use Policy Handout

K-3

All students will use computers responsibly (define responsible if needed).

Group discussion - In order to use technology at school students have to follow the rules.

- We have rules for technology use to keep us safe when we use computers at school.
- Be sure to use the golden rule and treat others as we wish to be treated.
- If we don't follow the rules there will be consequences.
 - e.g., Student may lose computer privileges, parents notified, etc.
- Discuss each rule – create a poster or other visual for students to refer to.
 1. Stay on approved websites.
 2. No emailing, game playing (educational games are acceptable), leaving approved website and going to unauthorized web sites.
 3. Do not use any personal online accounts (email, game sites, chat, etc.) at school.
 4. Do not post pictures of you or your family online.
 5. Do not post inappropriate content.
 6. If something on the internet makes you feel uncomfortable or sad tell an adult.
 7. Don't give out private information.
 8. Do not talk to strangers online.
 - a. Optional Video <https://youtu.be/M-njh8mFvVk>
 9. Be kind online - Use the Golden Rule
 - a. optional video - <https://youtu.be/0u6-2aCea-M>

Family Media Agreement K-6

I will...

stay safe.

- I will not give out any private information, such as my full name, date of birth, address, or phone number without my family's permission
- I will keep my passwords private and only share them with my family,
- I will tell a trusted adult if anyone online makes me feel uncomfortable, sad, or unsafe. I will recognize that my safety is more important to my family than anything else.

think first.

- I will communicate kindly when I use the internet or my cell phone. I will not tease, embarrass, or bully others.
- I know that the Internet is public, and I will respect myself and others when using it.
- I will not pretend that I created something that is not actually my own work.

stay balanced.

- I know that not everything I read, hear, or see online is true.
- I will respect my family's decisions for what I'm allowed to watch, play with, or listen to, and when.
- I will continue to enjoy the other activities - and people - in my life.

Our Contract

This contract outlines my family's expectations for how I use my device at home. We agreed upon the following:

Where, When, & How Long

We talked about what it means to use the device appropriately and respectfully at home. We agree to:

Checking In

We talked about how we, as a family, will stay involved in how the device is used and what it is used for. We agree to:

Privacy Settings

We talked about what kinds of accounts I'll have and how I can best protect my private information. We agree to:

Care and Maintenance

We talked about what it means to take care of devices and what might happen if it's broken, stolen or lost. We agree to:

Communicating Responsibly Online

We talked about the different ways I might communicate with other people using my device, and what safe, responsible and respectful communication looks like. We agree to:

Student signature

Parent/Caregiver signature

Suggested Contract Guidelines

Things to keep in mind...

Before creating a family contract about electronic devices, talk about how the device will be used at home. The suggested guidelines below may assist in keeping you and your child on the same page. Then, use the space provided on the back to customize form to outline your agreed-upon expectations. Where, When, & How Long?

- Decide where you're comfortable having your child use the device. Can they only use it in family spaces, like a family room or kitchen? Can they bring it into their bedroom or the bathroom? Can they use it at the dinner table?
- Consider the difference between using a device for homework and using it for entertainment.
- Talk about what it means to "balance" time spent with technology, media, and other activities. What are some steps your family can take to balance screen time with face-to-face time? Do you want to make the dinner table a device-free zone, in which no family member (not even the adults) may use a cell phone, tablet, or computer? Do you want to set a curfew for when devices need to be shut off?

Checking In

- Explain that as the parent or caregiver, part of your job is to guide them. Identify ways to maintain open, honest communication with your children about their device.
- Discuss how you'll monitor the device. Do you want to check up on your child's activity? If so, how? Will you ask your child to give you access to emails, texts, and IMs? Will you review his or her search history (which can be deleted) from time to time?
- Talk with your child about the kinds of apps they'll be using and accounts they'll have. Ask them to show you their favorites, as well as the ones they use most. How do they work? What's so cool about them? How do these tools support their learning?

Privacy Settings

- Practice creating a strong password together. Use at least eight characters (mixing letters, numbers, and symbols) and avoid including any private information such as names, addresses, birth dates, etc. Remember to have your child write down usernames and passwords and keep the information stored in a safe place.
- Discuss the importance of not sharing passwords with others, and decide whether parents should be an exception to the rule. One idea is to have children create their own passwords but then keep them accessible to parents in a sealed envelope for emergencies.
- Review privacy policies and privacy settings together. Make sure your children understand what private and personal information companies may or may not be collecting. Decide how public or private an audience you all are comfortable with when it comes to sharing and posting.

Care & Maintenance

- Discuss what you consider to be responsible care and maintenance of what are often expensive tools. Where will the device be stored and charged at home? Why is it important to treat the device gently and not tossed about or left on the floor, etc.?
- Outline the responsibility factor. Discuss what will happen and who's responsible if the device gets stolen, lost, or broken — even if by accident.

Communicating Responsibly Online

- Talk about the difference between using the device to communicate with others for school-related work and using it for hanging out or goofing off with friends.
- Discuss your family rules for social networking and messaging – with people they know, sort of know, or don't know at all. What does it mean to be respectful to and respected by others? What does that look like? Use this as a springboard for a discussion about cyberbullying, privacy, and safety.