

Student Use of Technology - Required Lesson

Grades 4-6

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 of District provided technology resources and tools.

Materials and Preparation

Break the class into 4-5 groups.

Have the copies of the student handout for each student in the class.

Poster paper and markers or a digital presentation tool (Google Slides, PowerPoint, Sway, etc.)

Introduction (5 min)

Explain

Inform students that today the class will be going over a condensed summary of the board policy that as to do with student use of technology. They will learn what is acceptable and unacceptable behavior when using district technology.

Engage students

Engage students by asking them what they think might be acceptable and unacceptable use of district technology. List them on the board. This can be done whole class or with elbow partners and then share whole class.

Teach (25-30 min)

Break the class into 4-5 groups. Assign each group a portion of the number items on the condensed policy handout. Give each group poster paper and markers or digital presentation tool. Have the student groups read their portion and prepare a poster or presentation regarding their items. Have each group of students share out their poster. Ask students why we have such a policy? How does the policy keep them safe?

Family Resources

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**
 - 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.

Student Handout

Board Policy 7205

1. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting inappropriate content of any kind, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
2. Engaging in criminal activities that can be punished under the law.
3. Selling or purchasing illegal items or substances.
4. Obtaining and/or using anonymous email sites, spamming, spreading viruses.
5. Causing harm to others or damage to their property.
6. Using profane or abusive language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials. Ex. cyberbullying
7. Deleting, copying, modifying, or forging others usernames, emails, files or data. Disguising one's identity, impersonating other users, or sending anonymous email.
8. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
9. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy documents.
10. Accessing, transmitting or downloading large files, including games and pictures.
11. Using CUSD internet, such as websites, email, networks, or other technology for political uses or personal gain.
12. Intentionally accessing, creating, storing or transmitting material that is offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
13. Advertising, promoting non-district sites or commercial efforts and events.
14. Not adhering to all copyright laws.
15. Using the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.

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.