










**Lincoln Public Schools**  
**Technology Responsible Use Guidelines**





**Grades K-1 Responsible Use Guidelines**





<b>I Am Respectful</b>	
	I am kind and respectful with technology.
	I take care of school technology.
	I only use school technology for learning.




<b>I Am Responsible</b>	
	I only use apps and websites that my teacher asks me to use.
	I tell a teacher if I see a problem.
	I only take or share pictures or videos if I have permission.
	I do not share private information online.

<b>I Am Honest</b>	
	I only use my own Clever badge.
	I only use my own iPad.

# Grades 2-4 Responsible Use Guidelines

I Am Respectful	
	I am kind and respectful online.
	I take care of school technology.
	I only use school technology for learning.
	I only take pictures or videos if I have permission.

I Am Responsible	
	I keep my password private.
	I do not share private information online.
	I only use apps and websites that my teacher tells me to use.
	I tell an adult if I see inappropriate content.

I Am Honest	
	I only access my own accounts and use my own iPad.
	I only share documents and other files with other students with teacher permission.
	I only submit work that I have created myself and will give proper credit to sources.

# Grades 5-8 Responsible Use Guidelines

## I Am Respectful

- I am kind and respectful online.
- I obtain permission before taking or using a photo or video recording of another student or teacher.
- I use the same rules of etiquette in online discussions as I use in the classroom.
- I understand that cyberbullying is illegal and can result in school, district, and even legal consequences.

## I Am Responsible

- I keep my passwords safe and only share them with appropriate adults.
- I only use the apps and websites assigned by my teacher.
- I use email to communicate with teachers and students for school purposes only.
- I report to a teacher or staff member when I see unexpected or inappropriate content or behavior.
- I do not share my personal information and the information of my classmates.
- I do not misuse or harm the district's digital resources by installing malware, using copyrighted material without the owner's permission, circumventing safety measures, or changing device settings.

## I Am Honest

- I only submit work that I have created myself and will give proper credit to sources.
- I use only my own accounts and never pretend to be someone else online.
- I only share documents and other files with other students with teacher permission.

## **Guidelines for School-issued Devices**

- I use only the device assigned to me.
- I treat my device with care. I will keep it in its case. I will keep food and drinks away from it.
- I make sure my device is fully charged each morning.
- I do not place stickers on or write on my device, or remove the device's asset tag.
- I understand that Internet access on my device is disabled nightly between 10pm and 5am.
- I understand that my access to online content will be restricted at school and at home.
- I understand that nothing I do on my device is private.

# Technology in the Lincoln Public Schools

Students in the Lincoln Public Schools use technology to enhance and deepen their learning experiences and develop as learners, collaborators, communicators, critical thinkers, and responsible and caring members of their community. Technology is used in classrooms under the direct supervision of a teacher or other adult to accomplish specific learning objectives. All students are assigned an iPad and will use other technology devices which may include microprocessors and robotics in computer science and engineering classes, digital sensors in science, and many other course/domain-specific tools. We also provide ongoing direct instruction in the responsible and safe use of technology and work with our students to help them develop the skills to use technology effectively, safely, and in a balanced manner.

Student iPads stay in school at all times in grade K-4. Starting in grade 5, students begin to bring iPads home to complete homework assignments, extending their learning and helping them prepare for high school when digital homework is nearly a universal requirement. We work to support 5-8 students in this transition through:

- **Education:** We provide direct instruction in safe and responsible use before iPads go home, and on an ongoing basis throughout the year.
- **Content Filtering:** Students iPads are filtered at home and at school using a filter compliant with the Children's Internet Protection Act (CIPA). Students and parents should know that all activity on the iPads and the school network is monitored to enable filtering and there should be no expectation of privacy when using school devices.
- **Nightly "No Internet" Time:** Student devices are unable to connect to the internet during late-night and early morning periods, and at other times as necessary, to ensure that students are developing healthy sleep habits and a balanced approach to technology use.
- **Supervision:** While content filters are helpful tools, supervision of student's technology use is equally important. In school, teachers and other staff set clear expectations and routines for technology use, monitor and guide student use, and intervene when necessary. We ask parents to do the same by setting clear expectations and supervising use at home, including designating a location for the child's iPad to charge when at home, outside of the room where they sleep.

## **Classroom Expectations for iPads:**

- **Carry ipad with 2 hands**
- **iPad stays closed when you are carrying it**
- **iPads will be left in a safe spot when not in use**
- **Return to storage tub and plugged in when not in use**
- **Report any damage to an adult**