

HCPSS Elementary Students are Technology **PALS (Protect, Appropriate, Legal, Safe)**. Howard County Public School System (HCPSS) Policy 8080: Responsible Use and Social Media (<http://www.hcpss.org/board/policies>) outlines the responsibilities of all individuals when using HCPSS owned or personally owned technology for HCPSS sanctioned activities. Please review and discuss this document with your child, sign it, and return it to the school.

Protect: (I will not give out my personal information.)

- Students will protect their identity and reputation.
- Students are responsible for their behavior and character on the HCPSS network.
- Students are responsible for the care and use of all equipment.

Appropriate: (I will act appropriately when using technology.)

- Students will act in an appropriate manner and use digital tools such as websites, collaborative apps, and social media for educational purposes.
- Students will respect others: use appropriate language, constructive criticism, and support the efforts of others.
- Students will only use programs, websites, and other digital tools that their teacher has assigned.
- Students may not use devices to express words or phrases that are rude, disrespectful, or inappropriate.
- Students may not use devices to bully, cyber-bully, harass, or intimidate others.

Legal: (I will use digital tools appropriately.)

- Students will use third party digital tools for educational purposes. For more information visit <http://www.hcpss.org/third-party>
- Students will follow copyright laws, including rules about plagiarism and copying media.
- Students will respect online spaces and facilities: use appropriate edits, upload only appropriate images and files, and take care not to delete or damage other student or staff digital materials.
- Students may not download, save, or print files, pictures, or messages without permission from their teacher or other adult in charge.

Safe & Responsible (I will be a good digital citizen and care for technological devices.)

- Students will maintain a positive digital footprint.
- Students will be safe and responsible about handling computers, software, and other technology devices or equipment.
- Students may not change or modify school system accounts without permission from their teacher or other adult in charge.
- Students may not install software on school system equipment.
- Students will utilize all HCPSS collaborative tools and social media to demonstrate exemplary work and develop a positive online presence.

As one of the Technology PALS, I am responsible for asking my teachers any questions I may have about responsible technology use. I also understand the consequences, as discussed in class, should I violate this policy.

Student Name: _____

Grade/Teacher: _____

Student Signature: _____

Parent Signature: _____