

O'Dea Elementary School Technology Agreement

Remember: Technology devices are the property of Poudre School District and using it is a privilege.

1. Caring for your device:

Students should not place food or drinks near the laptop.

All devices should be used on a desk, table, or other hard, flat surface. The district would prefer devices not be used on the floor or lap.

When traveling with a laptop, screens should be closed and carried securely with two hands.

Students should promptly report any technical issues or malfunctions to their teacher.

2. Purpose of Technology Usage:

All devices should be used for educational purposes only.

Students should only use websites, apps, Chrome extensions or the device's camera when directed by the teacher. This includes chat, email, and virtual meeting software.

A teacher can take a device away if it is not being used appropriately.

3. Responsibility for Charging:

Laptops should be powered on and returned to the classroom cart to be charged prior to the end of each day. *Laptops should be restarted weekly to ensure updates are done.*

4. Customization and Settings:

Students should not change settings on any device unless specifically asked by a teacher.

Settings include: background images, themes (on the desktop and/or on Google), mouse / cursor / pointer size or style, and Chrome extensions.

Students should not personalize the interior or exterior of any device (stickers / tape / etc.).

If logon information is attached - it comes off when no longer necessary.

5. Good Digital Citizenship: *Students should practice good digital citizenship and be aware of their digital footprints.*

Students should not share their login credentials with anyone other than guardians.

Students should also not share personal information, including their full name, address, phone number, or any other sensitive information, in emails or online interactions.

Students should immediately report any suspicious or inappropriate communication or content to their teacher or guardian.

Students should cite sources when doing research and using images - these skills are taught. 😊

6. Email Communication:

District provided student email addresses are to be used only for school-related communication with teachers, classmates, and school staff.

Students should use respectful and appropriate language in all email communications.

Students should not send any harmful, offensive, or inappropriate content through email.

Teachers / administrators / the district can access email accounts at any time.

Any violation of this agreement may result in restricted access to technology, loss of email privileges, or other appropriate consequences as determined by the teacher, school administrators or the district.

Reminder: Teachers can access all content, emails, google drive, and chats on student accounts.

There is no expectation of privacy when using a PSD device.

We know you can keep our technology and yourself safe!!

We know you can take pride in the privilege of using technology at O'Dea!!

Student Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Notes: