**Digital Responsibility Form**

**When using technology students are expected to…**

1. represent and conduct themselves in accordance with school codes of conduct and expectations.
2. never impersonate, pose as another person, or falsify their identity in any way.
3. use a polite and respectful tone in all communications and not use speech or expression that is inappropriate including but not limited to speech or expression which is profane, disrespectful, slanderous, racist, sexist, libelous, insulting, threatening, hateful, discriminatory, harassing or bullying.
4. never access or distribute any pornography, offensive, or illegal material.
5. ensure that all Software and Digital Content installed and accessed is authorized and appropriately licensed.
6. use District Technology resources in moderation and in consideration of the needs of others.
7. ensure that student owned technology is protected from computer viruses, Trojan programs, or other malware infections of all types.
8. maintain and respect the security, privacy, and integrity of Digital Content deemed by their school to be personal, confidential, or protected and not copy, access, or circulate this material without authorization.
9. protect the identity, privacy, and safety of themselves, staff, and other students.
10. not take or share pictures, or record or share videos of others without permission (required from parents for persons younger than 19).
11. never agree to meet with a contact they have only met through using technology.
12. never attempt to vandalize District Technology or harm or destroy the Digital Content of other persons, the District, or any agencies or other Networks that are connected to the Internet.

**When using District Electronic Mail (email) services, students are expected to…**

1. not forward or print messages received to other users if specifically stated in the message not to unless necessary as part of a school conduct or to protect the health or safety of any person.
2. never send solicitation messages for the intent to provide or sell a product or service.
3. never send messages considered to be inappropriate, junk mail, spam, chain e-mail, or a pyramid scheme.

**When using Social Networking, Collaboration, Blogging, Media sharing tools, in relation to their role, students are expected to…**

1. use appropriate and respectful User Profile pictures, descriptions, and other information to represent themselves and others.
2. never identify their age, phone number, or home address in User Profiles or in communications or content created using Digital Services.

**When using District authorized Network Accounts, students are expected to…**

1. be personally responsible for all activity that occurs within their Network Account.
2. keep their passwords private and out of view of others and never share their passwords with another person other than their parent.

3. logoff or password lock their Computer or Mobile Device when not actively using it.

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***Student Signature*** ***Parent Signature***

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***CLC Staff Signature Date***