

# Eanes Independent School District

## Responsible Use Guidelines for Middle School Students

### Internet Safety and Security

**Communicating Safely Online** - Use of the internet and online collaboration is an important part of being in middle school. However, there are still risks involved when engaging in online conversation. Students will identify situations where online talk may be risky. Students will recognize and report any warning signs of online predators. Students will not participate in inappropriate dialogue with others online.

**Security of Information** - Sharing of information online can be a great way to accomplish a task or work on a project collaboratively. However, there are certain bits of information that students should not share online or with others. Students will not share any of the following:

- Passwords
- Private and personal information about yourself
- Private and personal information about others

**Internet Privacy** - Many websites collect information from visitors for advertising or data collection purposes. Students will learn and use online privacy terms. Students will understand the how and why companies collect their information so they can make informed decisions before providing personal information to a website.

### Digital Citizenship

The internet is a powerful community of connected people. With that connection comes a levels of responsibilities to one another. Part of being a good digital citizen is using technology in a responsible, appropriate way. Below are some specific areas to address with middle school children

**Social Media & Email** - Students will have access to a school email account after receiving some basic training on email etiquette. Please know that all email can be viewed by teacher or parents. Email should be written with thought of the audience and purpose. Online school-approved social media sites are allowed. That said, students will learn about interaction and responsible use on both school-approved and other social media sites that they may encounter.

**Commenting Responsibility** - As use of social media and other age-appropriate websites becomes available to middle school students, it's important for students to articulate the positive and negative aspects of their digital life. Students will be able to make comments on age-appropriate websites or school-approved social media sites. These comments, like anything else on the internet has a certain amount of digital

permanence. Students will display respect and thoughtfulness online by not posting comments that are negative, inappropriate, or personal about others or themselves.

**Digital Footprints** - Information you post on the internet can affect your future. The internet can be powerful collaborative tool, but do know that any information you post on there is accessible by anyone even after you have deleted it. Students will not over-share or post inappropriate information online. Students with questions or concerns about posting information should always consult with your trusted adult before posting.

**Digital Ethics** - Students will use the internet and digital tools to produce content for the classroom. Students will not present the work of others as their own work (known as plagiarism) There may be times when other students have left their own work on a computer or that students will collaborate on a digital project. Students will not delete or damage other students' work intentionally. When working on projects or any other work with online resources, students will follow copyright and creative commons laws.

**Cyberbullying** - Cyberbullying is the use of digital technologies or mobile devices to harass, threaten, embarrass or torment another student. This can happen both directly and indirectly.

Students will:

- Identify strategies for dealing with cyberbullying responsibly.
- Analyze and report any offensive online behavior or interactions to a trusted adult.
- Create positive online communities rooted in trust and respect

Students will NOT:

- Publish information that is not harmful or embarrassing to others
- Facilitate in the spreading of rumors via online platforms.
- Participate in online polls, "bash" sessions, or other communities that are harmful to others.

**Self-Expression and Identity** - There can be a difference between an online versus offline identity. Students need to be aware of these differences and realize that how they present themselves online can affect their relationships, sense of self, and reputations.

## **Research and Information Literacy**

**Searching** - Students will use a variety of search engines to search for information and content. Students will understand the functions of effective keywords and categories to find useful and relevant information online.

**Research and Evaluation** - Students will choose websites with high-quality information and when possible, use multiple sources to find their information. Students will properly cite online resources. Students will be able to identify online advertisements and spam on websites and understand the purpose behind those advertisements.