

# **Student Standards For The Use Of Technology and Digital Resources**

## **Good Shepherd Episcopal School Responsible Use Policy**

The use of technology and digital resources is essential to today's learning environment. In providing these resources to its members, it is the goal of Good Shepherd Episcopal School to empower inquiry and discovery learning to foster dynamic, creative, collaborative, and global leaders. The school's vision for technology use is that students would demonstrate kindness in online interactions, discernment in online behavior, respect for others' creative works, and a critical approach to the evaluation of web-based information resources. The International Society for Technology in Education has identified student standards related to the use of digital resources in the areas of creativity and innovation, communication and collaboration, research and information fluency, critical thinking, problem solving and decision making, digital citizenship, and technology operation and concepts. The guidelines provided in this policy reflect the expectations of the Good Shepherd Episcopal School community for its student's effective and efficient use of all technology and digital resources toward achieving standards as identified.

### **Creativity and innovation**

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

#### **I will:**

- Apply existing knowledge to generate new ideas, products, or processes
- Create original works as a means of personal or group expression
- Use models and simulations to explore complex systems and issues
- Identify trends and forecast possibilities
- Only publish schoolwork online when asked to do so by GSES teachers

#### **I will not:**

- Violate copyright laws by the use of software or media produced by others without suitably citing the use of online resources, books, and media not of my own creation

### **Communication and collaboration**

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

#### **I will:**

- Interact, collaborate, and publish with peers, experts, or others, employing a variety of digital environments and media
- Communicate information and ideas effectively to multiple audiences using a variety of media and formats
- Develop cultural understanding and global awareness by engaging with learners of other cultures
- Contribute to project teams to produce original works or solve problems
- Respect the work of other students and communicate appropriately
- Tell an adult if someone makes me feel uncomfortable or uses technology to hurt or harass me

#### **I will not:**

- Copy, damage, or delete the work of others, including "hacking" others email or other websites

- Send unwanted communications to those who ask me not to
- Send, forward, or display inappropriate texts, photos, videos, or other materials
- Read another person's private communications without permission

## **Research and information fluency**

Students apply digital tools to gather, evaluate, and use information.

**I will:**

- Plan strategies to guide inquiry
- Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media
- Evaluate and select information sources and digital tools based on the appropriateness to specific tasks
- Process data and report results
- Carefully examine an internet source before using it

**I will not:**

- Search out, view, or copy inappropriate photos, videos, or other materials or information

## **Critical thinking, problem solving, and decision making**

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.

**I will:**

- Identify and define authentic problems and significant questions for investigation
- Plan and manage activities to develop a solution or complete a project
- Collect and analyze data to identify solutions and/or make informed decisions
- Use multiple processes and diverse perspectives to explore alternative solutions

**I will not:**

- Use tools or resources inappropriately or in ways that result in off-task behavior

## **Digital citizenship**

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

**I will:**

- Advocate and practice safe, legal, and responsible use of information and technology
- Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity
- Demonstrate personal responsibility for lifelong learning
- Exhibit leadership for digital citizenship
- Treat others with respect at all times, both online and offline
- Use digital resources in a way that is consistent with the educational objectives and philosophy of Good Shepherd Episcopal School

**I will not:**

- Provide personal information about myself or others to anyone I do not know
- Misrepresent myself or others while online
- Use technology to bully or tease other people
- Take pictures or record video or audio of anyone without their permission

## Technology operations and concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations.

### I will:

- Understand and use technology systems
- Select and use applications effectively and productively
- Troubleshoot systems and applications
- Transfer current knowledge to learning of new technologies
- Keep personal information private, including login information and passwords
- Respect and care for equipment provided for personal use

### I will not:

- Log into another user's account or tamper with another person's files
- Use school technology to buy, sell, or register for anything unless instructed to do so
- Load any personal software onto school resources without prior permission
- Access or introduce any educationally-inappropriate materials or files harmful to the integrity of the GSES network.

### I understand:

- The use of technology and digital resources at Good Shepherd Episcopal School is a privilege, not a right
- My use of technology and digital resources is not private. Teachers, technology staff, and administrators can and will review my work and activities regularly
- It is my responsibility to abide by the guidelines of this Responsible Use Policy and all revisions. Any infractions will be addressed according to the Behavior & Discipline section of the Student-Parent Handbook.

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Student Name

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Signature

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Date

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Parent Name

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Signature

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Date