

Digital Citizenship Contract
Kindergarten through Eighth Grade
Students learn to use devices as a tool to further their education

This policy is used as a guide to ensure the appropriate use of technology as well as safety for all community members. These rules apply to any electronic device including Chromebooks, iPads, mobile phones, gaming devices, digital cameras, and all devices that are connected to Our Lady of the Lake Catholic School via internet or server. These rules also apply to use by students of their own personal devices, such as cell phones, smart watches, laptops, or tablets. Inappropriate use, even off campus, may subject students to disciplinary action. We expect our parents to be equal stakeholders in the implementation of all OLL technology policies, including the Responsible Use Social Media policy, the Digital Citizenship Contract, and all Chromebook agreements.

- Do not touch another person's laptop/device unless invited by the owner
- Do not play with, use, or change another person's user account
- Only access areas of the network you have been given permission to access
- Do not load any game, video, music, or film on your machine that is not paid for or that you don't have the rights to use
- Do not play games at school, unless sanctioned by a teacher for a learning activity
- Do not access inappropriate websites (obscene, violent, gaming, etc.) on any device
- Do not play music/videos unless given permission by your teacher
- Leave mobile phones turned off or in silent mode in your backpack in your locker, unless their use is sanctioned by a teacher for a learning activity
- Do not post or send any message/picture/sound/video that is obscene, rude, harassing, or insulting to anyone
- Do not attack, threaten, or intimidate another student via technology or otherwise
- Do not take pictures, record video or sound, or post pictures of others without asking their permission
- Do not take up bandwidth by downloading movies, music, pictures, or by playing online games not directly connected to your learning
- Do not store music, movies, pictures, or personal files on the school network not connected to your learning – all personal files must be saved on an external hard drive
- Do not download any illegal materials (e.g., cracked software, pirated music or movies, or any copyrighted materials) or intellectual property that was not purchased by you or that you do not have the rights to use
- Peer-to-peer file sharing is strictly prohibited and monitored
- Do not plagiarize – i.e., present anybody else's work as your own; for more information see OLL's academic integrity policy
- No spamming, hacking, harassing, or trolling
- Do not forward or send any content not directly associated with your learning (e.g., advertisements, games, pictures).
- Do not deliberately spread viruses, malware, or spyware
- Do not attempt to access any areas of the school network or other people's devices you do not have permission to visit

- Do not run a business or seek to make profit using the school network
- No chatting online or using school devices for non-academic communication
- All use must comply with the Responsible Use Social Media Policy as found in the Parent/Student Handbook

Our Lady of the Lake Catholic School will monitor user data and internet access and check the contents of any electronic device brought on the school's premises or at any official school event.

Educational use of the network and computer resources takes precedence over noneducational use, including games not related to classwork.

This statement covers (but is not limited to) the use of electronic devices owned by the school and by the students that are brought onto the school's premises, or on excursions, camps, or other official school functions-including computers, laptops, iPads, digital video and music players, cameras, other recording devices, mobile phones, and organizers.

Our Lady of the Lake Catholic School reserves the right to ensure all student computers, laptops, and iPads have sufficient space to support learning activities. This grants the school the right to delete nonessential games, music, and video films.

Audits of student computer, laptop, and iPad can be done by any staff member at any time.

Sanctions for violations of any of the above may include the following measures:

- Confiscation of the device for a defined period
- Lunch detention, after school detention, in school suspension, suspension, or expulsion
- Withdrawal of privileges including online access
- Withdrawal of the right to bring or use electronic devices to Our Lady of the Lake Catholic School
- Blockage from the network of any and all devices
- Community work for OLL outside school hours

Serious Breach of Rules:

- All incidences will be handled on a student-by-student basis
- Suspension or expulsion

I have reviewed and understand the Digital Citizenship Contract.

Parent Signature: _____

Student Signature: _____

Printed Student Name: _____

Date: _____

