

Dear Parent(s)/Guardian(s):

I am pleased to inform you that the Farmington Public Schools incorporate responsible use of technology. That usage includes the usage of portable computing devices such as: laptops and netbooks, ipads and other tablets, and smartphones. Also, we stress the appropriate usage of many web-based educational tools. Each student's unique educational experience should include responsible resource sharing, innovation, and communications.

Students in our schools and their parents will have online access to course calendars, assignments, and threaded discussions. Additionally, students may utilize wikis, blogs, and other web-based applications that will enhance the quality of individualized and collaborative projects and activities. Our hope is that students will begin to bring their own devices, and take advantage of those provided by the district to access the infinite world that lies within the realm of the internet. The recent installation of a wireless network within our schools moves us one step closer to doing that.

In addition to the aforementioned applications, students may also use other applications that require students to use their own usernames and passwords. The applications that the staff of Farmington Public Schools subscribe to are private and secure. Parents are encouraged to access their students' sites using their son or daughter's username and password once accounts have been set up. Many of the educational web tools that we use are simple to use and we are convinced that they will be a perfect supplement to instruction.

Using web-based educational applications also come with many responsibilities. We expect students to act in a respectful, responsible, and legal manner online, just as they would in traditional school activities. Please refer to the student code of conduct and the FPS district website for additional information on Acceptable Use and Network policies.

Please discuss the attached Digital Citizenship Contract for student online and device usage with your son or daughter and instruct them to return the signed contract to their teachers at school as soon as possible. If you have questions, concerns, or comments, please feel free to contact me.

Sincerely

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Digital Citizenship Contract for student online usage

and Electronic/Computing Devices Policy

Parents & Students, please read, sign, and return to first hour teacher

1. Students using educational based online tools are expected to act safely by keeping personal information out of their posts. **You agree to not post or give out:**
 - Your last name, home address, or any other specific location information
 - Your passwords
 - Your user name or school name
 - Your E-mail address or phone number
 - ANY information or comments about another student or staff member
2. Students using educational based online tools agree to not share their user name or password with anyone besides their teachers and parents. **You agree to never log in as another student.**
3. Students using educational based online tools are expected to treat such tools as classroom spaces. **All Speech that is inappropriate for school is not appropriate for posting.** While we encourage you to engage in debate and conversation with other students, we also expect that you will conduct yourself in a manner reflective of, and representative of this school. See the Acceptable Use Policy outlined in the Student Handbook.
4. Student educational online tools are to be forums for student expression; however they are first and foremost tools for learning and as such, will sometimes be constrained by the various requirements and rules of classroom teachers. Students will be posting solely on topics directed by classroom instruction. Failure to do so will result in loss computer privileges and credit for the assignment.
5. Student educational online tools are to be vehicles for facilitating the discussion and analysis of course content. Responses should be respectful and helpful. If you receive a comment that is not respectful, inform the teacher for that course right away. Do NOT respond to the comment.
6. Students using educational online tools agree to take good care of FPS computers by not downloading or installing any software without permission. Furthermore, if students bring their own devices, they agree to abide by the Farmington Public Schools Student Code of Conduct and the laws of the City of Farmington Hills and the State of Michigan.
7. Students who do not abide by these terms will be subject to appropriate disciplinary action as outlined in the Student Code of Conduct and the policies of Harrison High School.
8. Students may bring portable computing devices (laptops, netbooks, ipads, tablets,

iphones, etc.) provided that it is understood that each person is responsible for their own property. Neither the school or the school district is responsible for lost or stolen items. If an item is lost or stolen, it is responsibility of the individual to file a report with the police liaison officer or with the Farmington Hills Office of Public Safety.

9. As we are a wireless educational community, our goal as an institution is to encourage the usage of any and every technological tool that is available to students. To that end, we also want to teach acceptable, responsible, and appropriate use of that technology. Students must understand that at Harrison High School, the usage of technology will be used to supplement instruction, not to replace or interrupt it. Therefore, during non-instructional times (e.g. passing time, lunch time, etc.) students will be allowed to use their electronic devices. During instructional times, usage of the above mentioned technological devices will be left to the discretion of the teacher.

10. Teachers will indicate their level of tolerance for the usage of technology during the course of their classes. This will be communicated to students verbally and by the usage of a traffic light symbol posted in each classroom. A **GREEN LIGHT** indicates that technology may be used freely during the course of the hour. A **YELLOW LIGHT** indicates that technology may be used, but only under the direction of the teacher during the course of that hour. A **RED LIGHT** means that technology MAY NOT be used during the course of that hour. If any student has a device confiscated by a teacher in a RED LIGHT classroom, that student will be subject to the discipline according the the polices of Harrison High School and the Farmington Public Schools Student Code of Conduct.

I have read and understand the terms and conditions outlined above. I AGREE to uphold them at all times.

Student signature: _____

Printed Name: _____

Parent signature: _____

Date: _____

I have read and understand the above terms and conditions, but I DO NOT want my child to participate in these activities.

Parent signature: _____

Date: _____