Bluffs Middle School PBIS Technology Expectations

USER EXPECTATIONS	ACCEPTABLE USE	UNACCEPTABLE USE
Be Respectful **Students respectfully use and manage technology.**	➔ Does not eat or drink in computer labs or around Chromebooks ➔ Follows all rules and expectations from signed AUP & RUA forms ➔ Keeps track of personal Chromebook in and out of school ➔ Charges Chromebook daily ➔ Uses lab Computers respectfully ➔ Listens to music and accesses games with Teacher permission only	➔ Eats or drinks around school technology ➔ Loses Chromebook or leaves it unattended ➔ Does not bring Chromebook to school or Chromebook is not charged ➔ Accesses games, uses Chromebook camera and visits websites without teacher permission ➔ Listens to music or uses earbuds without permission ➔ Student roughly handles their chromebook (ie, swinging, not zipped, pounds on keys, closing too hard, touching others chromebooks, defacing case with stickers or writings)
Be Responsible **Students responsibly use and manage technology.**	➔ Only use THEIR district assigned Chromebook and log on details ➔ Does not share personal username and passwords ➔ Follows all rules and expectations from signed AUP & RUA forms ➔ Follows all Chromebook care guidelines ➔ Follows all rules and instructions from BMS staff regarding technology ➔ If technology issues occur, they are reported immediately to BMS Media Center staff ➔ Carries Chromebook using shoulder strap and case is zipped up ➔ Always uses Chromebook while in protective case ➔ Brings CHARGED chromebook to class	➔ Shares usernames and passwords with others ➔ Uses other students' devices ➔ Shares files with other students that are not to be shared ➔ Commits plagiarism ➔ Accesses Chromebook and other technology without permission ➔ Lends Chromebook to other students ➔ Tries to Powerwash Chromebook ➔ Refuses to enroll in GoGuardian ➔ UnEnrolls in Google Classroom ➔ Willfully and knowingly damages technology ➔ Theft of another students device ➔ Adds personal account to district technology ➔ Takes Chromebook out of protective case ➔ Does not carry Chromebook using shoulder strap with case zipped up ➔ Student leaves sites that are required by teacher during instruction ➔ Stores Chromebook in other students' lockers
Be Safe **Student is a digital citizen following district expectations and complies with local, state, and federal laws.**	➔ Cites all sources when using electronic materials ➔ Obeys copyright laws ➔ Uses email for appropriate, legitimate, and responsible communication ➔ Uses technology for learning tasks at school as well as at home ➔ Accesses school appropriate websites and apps ➔ Follows BMS staff instructions	➔ Plays games ➔ Attempts to Hack ➔ Cyberbullies ➔ Intentionally ruins or deletes other students' work ➔ Abuses software ➔ Posts inappropriate comments ➔ Uses games or YouTube for non-educational purposes ➔ Visits websites with obscenities and profanity ➔ Views inappropriate images ➔ Downloads music, movies or other content

Response to Technology Misuse

Response Level	Level 1--Verbal Teacher Warning and 9th Period	Level 2--Reported to BMS Media Specialist	Level 3--Office Referral
Level 1 Response: ➔ **Student will receive a verbal warning and 9th period with teacher** ➔ **After 2 level 1 warnings student is reported to BMS Media Center and teacher notifies parents** **Level 2 Response:** ➔ **Student visits BMS Media Center for reteaching Digital Citizenship lesson** ➔ **2 visits to BMS Media Specialist will result in an Office Referral and Media Specialist will notify parents** **Level 3 Response:** ➔ **Office Referral sent to BMS Administration parents will be notified**	**Level 1 Response Examples:** ➔ **Eats or drinks around school technology** ➔ **Uses Science Charging Station** ➔ **Does not bring Chromebook to school or Chromebook is not charged** ➔ **Accesses games, uses Chromebook camera and visits websites without teacher permission** ➔ **Listens to music or uses earbuds without permission** ➔ **Accesses Chromebook and other technology without permission** ➔ **Refuses to enroll in GoGuardian** ➔ **UnEnrolls from Google Classroom** ➔ **Repeatedly takes Chromebook out of protective case** ➔ **Repeatedly does not carry Chromebook using shoulder strap with case zipped up** ➔ **Student leaves sites that are required by teacher during instruction** ➔ **Stores Chromebook in other students' lockers** ➔ **Uses games or YouTube for non-educational purposes**	**Level 2 Response Examples:** ➔ **2 technology warnings from Classroom Teacher** ➔ **Loses Chromebook or leaves it unattended** ➔ **Student roughly handles their chromebook (ie, swinging, not zipped, pounds on keys, closing too hard, touching others chromebooks, defacing case with stickers or writings)** ➔ **Shares usernames and passwords with others** ➔ **Uses other students' devices** ➔ **Lends Chromebook to other students** ➔ **Tries to Powerwash Chromebook** ➔ **Refuses to enroll in GoGuardian after serving 9th period w/teacher** ➔ **Adds personal account to school technology** ➔ **Attempts to Hack** ➔ **Abuses software** ➔ **Posts inappropriate comments** ➔ **Downloads music, movies or other content**	**Level 3 Response Examples:** ➔ **2 technology warnings from BMS Media Specialist** ➔ **Shares files with other students that are not to be shared; cheating** ➔ **Commits plagiarism** ➔ **Willfully and knowingly damages technology** ➔ **Theft of another students device** ➔ **Cyberbullying** ➔ **Intentionally ruins or deletes other students' work** ➔ **Visits websites with obscenities and profanity** ➔ **Views inappropriate images i.e. pornographic, violent, etc.**