

Dear Lees Corner Families,

Digital Citizenship can be described as the norms of appropriate, responsible behavior with regard to technology use. These behaviors can have both positive and negative impacts on one's self and others.

It's important for parents, schools and students to take a team approach to help children become safe, ethical, responsible and respectful digital citizens. In addition to the successful parenting strategies already being used to help ensure you and your child are on the same page with respect to device use and media consumption, Lees Corner Elementary School teachers provide ongoing digital citizenship lessons throughout the year and encourage parents to continually discuss digital citizenship with their children at home.

To assist families with these conversations Lees Corner ES is providing an optional modified version of a Family Media Agreement and a Customizable Device Contract within this letter. These resources are in addition to the digital citizenship resources found linked on the "Parent Resources" page of our school website.

Please review these documents and consider using them with your child in order to help build a trusting relationship regarding the things they will do and encounter when using technology. These discussions will help to build the foundation for a community of strong digital citizens.

Sincerely,

Lees Corner Administration & Staff



# Family Media Agreement

Modified version of the Family Media Agreement created by **CONNECTING FAMILIES** © 2014 [www.common sense.org/educators](http://www.common sense.org/educators)

## I will stay safe.

- I will keep my passwords private and only share them with my parents/guardians. I will not share my passwords with anyone else (friends, brothers, sisters, cousins, etc.).
- I will not create accounts without my parents' permission. Many sites do not permit children age 13 and under to create or have online accounts. Always ask your parents' permission so that they can review the privacy policies to make sure the site keeps your personal information safe.
- I will not give out any private information such as my full name, date of birth, address, phone number, or photos without my family's permission.
- I will tell a trusted adult if anyone online makes me feel uncomfortable, sad, unsafe, pressured or acts inappropriately towards me. I will recognize that my safety is more important to my family than anything else.
- I will ask my family to help me with privacy settings if I want to set up devices, accounts, or profiles.
- I will read the privacy policies of any social network sites or apps that I want to use, and I will pay attention to the types of information these companies can collect about me.

## I will think first.

- I will communicate kindly when I use the Internet or a cell phone. I will not tease, embarrass, bully or upset anyone by making comments, sharing photos, videos, or screenshots, spreading rumors or gossip, or setting up fake profiles online. I will ask my parents to help me come up with strategies to use to stand up to those who do.
- I know that the Internet is public. Any photos, videos or audio recordings I post and anything I write about myself and others can be saved and shared without my knowing. Therefore, I will respect myself and others by not post anything online that I wouldn't want my family, teachers, college admissions officers, or future employers to see.
- I know that whatever I share online or with a cell phone can spread fast and far. I will not post anything online that could harm my reputation.
- Whenever I use, reference, or share someone else's creative work online, I will give proper credit to the person who created it.
- I know that not everything I read, hear, or see online, on TV, or even in person is true.

(over)

# Family Media Agreement

Modified version of the Family Media Agreement created by **CONNECTING FAMILIES** © 2014 [www.common sense.org/educators](http://www.common sense.org/educators)

## I will stay balanced.

- I will always ask my parents/guardians before I use an online device.
- I will be mindful of how much time I spend in front of screens, and I will continue to enjoy the other activities and people in my life.
- I will help my family set media time limits and then I will respect my family's decisions for what I'm allowed to watch, play with, or listen to, and when.

## In exchange, my family agrees to ...

- I recognize that media is a big part of my life, even if they don't always understand why.
- talk with me about what worries them and why, before saying "no."
- talk to me about my interests and help me find stuff that's appropriate and fun.
- let me make some mistakes and help me learn from them.
- respect my privacy and talk to me if they have concerns.

---

Print Child's Name

---

Print Parent/Guardian Name(s)

---

Child's Signature

---

Parent/Guardian Signature(s)

---

Date of Agreement

# Customizable Device Contract

## Things to Keep in Mind...

When your child reaches that important milestone where they get their own personal or school issued computing device, an important step is to talk with your child about expectations for use in your home. Use the suggested guidelines below to help make sure that you and your child are on the same page. Then use the customizable form to outline your agreed-upon expectations.

## Where, When, and How Long?

**Decide where you're comfortable having your child use the device.** Can they only use it in family spaces, like a family room or kitchen? Can they bring it into their bedroom or the bathroom? Can they use it at the dinner table?

**Talk about what it means to "balance" time spent with technology, media, and other activities.** What are some steps your family can take to balance screen time with face-to-face time? Do you want to make the dinner table a device-free zone, in which no family member (not even the adults) may use a cell phone, tablet, or computer? Do you want to set a curfew for when devices need to be shut off?

## Checking In

**Explain that as the parent or caregiver, part of your job is to guide them.** Identify ways to maintain open, honest communication with your children about their devices.

**Discuss how you'll monitor the device.** Do you want to check up on your child's activity? If so, how? Will you ask your child to give you access to e-mails, texts, and IMs? Will you review his or her search history (which can be deleted) from time to time?

**Talk with your child about the kinds of tools they'll be using and the school accounts they'll have.** Ask them to show you the tools they use at school. How do they work? What's so cool about them? How do these tools support their learning?

## Privacy Settings

**Practice creating a strong password together.** Use at least eight characters (mixing letters, numbers, and symbols) and avoid including any private information such as names, addresses, birth dates, etc. Remember to have your child write down usernames and passwords and keep the information stored in a safe place.

**Discuss the importance of not sharing passwords with others,** and decide whether parents should be an exception to the rule. One idea is to have children create their own passwords but then keep them accessible to parents in a sealed envelope for emergencies.

**Review privacy policies and privacy settings together.** Make sure your children understand what private and personal information companies may or may not be collecting. Decide how public or private an audience you all are comfortable with when it comes to sharing and posting.

## Care and Maintenance

**Talk with your child about caring for their device.** The device is valuable, treat it appropriately. The device is for your child's use only, not friends or other students. The device should never be left unattended at school or any other public place. The device should not be used near water, household chemicals, food or drink. When carried outside, it must be protected. The device must be fully charged before it is brought to school every day.

## Outline the Responsibility Factor:

**Repair:** DO NOT TAKE DEVICE TO A RETAIL STORE FOR REPAIR. The device is covered by an FCPS warranty. Be sure your child takes their device to one of the support team members at school. The device will be repaired or your child will be given a replacement device as soon as possible.

**Lost/Stolen:** If your child's device is stolen you should report it immediately to the police. A technology support team member at your child's school should be notified during the next school day of any lost or stolen devices. Your child will be given a replacement device as soon as possible.

## Communicating Responsibly Online

**Talk with your child about online communications.** What does it mean to be respectful to and respected by others online? What does that look like? Use this as a springboard for a discussion about cyberbullying, privacy, safety and how their online posts can impact their reputation, self-image and future opportunities for employment, college and relationships.

**Help your child understand the FCPS Acceptable Use Policy.** What are the school's guidelines for appropriate use? How will you enforce similar expectations at home?

# Our Contract

This contract outlines my family's expectations for how I use my device at home. We agreed upon the following:

## Where, When, and How Long

We talked about what it means to use the device appropriately and respectfully at home. We agree to:

## Checking In

We talked about how we, as a family, will stay involved in how the device is used and what it's used for. We agree to:

## Privacy Settings

We talked about what kinds of accounts I'll have and how I can best protect my private information. We agree to:

## Care and Maintenance

We talked what it means to take good care of my device at home, and what might happen if it's broken, stolen, or lost. We agree to:

## Communicating Responsibly Online

We talked about the different ways I might communicate with other people using my device, and what safe, responsible, and respectful communication looks like. We agree to:

X \_\_\_\_\_

Signed by me

X \_\_\_\_\_

Signed by my parent or caregiver