

# Palos School District 118 Student Tablet Handbook Acknowledgement

## Website & Social Media Guidelines:

*Think before you act because your virtual actions are real and permanent!*

<b>GUIDELINES</b>	<b>Student Initials</b>	<b>Parent Initials</b>
Be aware of what you post online. Websites & social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, future colleges, or enemies to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not harmful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teacher and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate materials that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

### **Signature Form**

By signing the below, the student and their parent/guardian agree to follow and accept:

- Acceptable Use Policy (6:235) and corresponding Administrative Procedures
- Palos School District 118 Student Tablet Handbook
- The website and social media guidelines listed above
- That Palos School District 118 owns the tablet, software, and issued peripherals
- If the student ceases to be enrolled in Palos School District 118 or at the end of the 2016-2017 school year, the student/parents will return the tablet in good working order or pay the full replacement cost of the tablet.
- In no event shall Palos School District 118 be held liable to any claim of damage, negligence, or breach of duty.
- I have received one (1) ASUS T100 Tablet, one (1) power adapter with cord and one (1) protective shell.

Print Student Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_