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Dear QAE Families,

I would like to share some thoughts on technology and our One to World program at QAE with you.

We talk about our Five Pillars often because they guide the 21st Century Skills that we are teaching and that students are developing across all areas of our program. When I look at these Pillars through a One to World lens, I see how much further they reach:

- **We are self-directed learners** – in where we learn, when we learn, and how students drive the pace of their learning and depth of their inquiry
- **We encourage each other to think critically and learn more** – when our world is expanded, we have more information to consider and can see how others are thinking, feeling, and learning
- **We are concerned, confident and compassionate citizens of the world** – we connect to the world, create with the world and gain perspectives outside our community
- **We learn everywhere, we learn together** – and we extend our learning communities
- **We are creative** – in how we learn, how we access information, how we present it, and how we share it

We have a unique opportunity because we have a unique community. We have a staff that is innovative, creative, collaborative, are risk takers, and are brave. We have a community that has made a choice to be here and are willing to give time, energy, and money to help make this vision a reality.

Together we are delivering this vision of true integration of technology into the learning environment for every student at any time. Thank you so much for choosing to be on this journey with us.

Sincerely,

David Elliott-Principal
Queen Anne Elementary
Digital Citizenship

Digital Citizenship is Citizenship and Global Citizenship, and helps remind us of the difference between the physical world and online world and that we should hold our “online self” to the same standards as our “physical world self.”

**Citizenship**

“The qualities that a person is expected to have as a responsible member of a community.”

*Source: http://www.merriam-webster.com/dictionary/citizenship*

**Digital Citizenship**

“The self-monitored habits that sustain and improve the digital communities you enjoy or depend on.”

*Source: teachthought.com*

In one of our school pillars, we define QAE Explorers as Citizens of the World. As technology drives and influences our society, digital citizenship is evolving into being a member of a global community with responsibilities that extend from keeping information safe, proper use of ecommerce, copyright protections and working toward digital equity for all.

We will adapt our definitions and scope of Digital Citizenship as needed.

**Digital Stewardship**

As a digitally literate school community, students, staff, and parents have the responsibility to contribute, improve, and maintain the highest standards as Global Citizens.
Managing Your Student’s Digital Accounts & Subscriptions

As a student at Queen Anne Elementary and Seattle Public Schools, you have access to a variety of resources: online databases, libraries, software, and a digital portfolio. Here are a few examples:

- Biblionasium
- Brain Pop
- Reading A-Z
- Type to Learn
- PieMonkey
- Google Education

**Digital Portfolio**
Each student at QAE has a digital portfolio available for use. A variety of student work is posted throughout the year. Students also have the option of maintaining a blog on their portfolio site.

**How to Access Your Child’s Digital Portfolio**

Go to: student.weebly.com

Your student’s username: `<firstname.lastname@qae.org>`
(example: johnathan.k.qae2 - username: jonathankqae2)

Your student’s password: Is your teacher’s last name + qae
(example: smithqae)

Maintaining a Digital Portfolio or Blog is not required for you student.
Technology Fee

At this time, to offer a One to World device program, there is a technology fee of $100 per student.

**How to Pay the Technology Fee**
You can submit your technology fee payment online using your credit card or you may send in a check. Please complete a Technology Fee form and return it to school with your child.

**Pay by Check**
1. Please complete the Technology Fee form.
2. Make check payable to 'Queen Anne Elementary'.
3. Return the Technology Fee form and check to school in your child's orange folder or directly to the office.

**Pay by Credit Card**
1. Please complete the Technology Fee form.
2. Submit your credit card payment through PayPal below.
3. Print the form and return by orange folder or directly to the main office.

Question: Need another copy of the Technology Fee Form?
Answer: [Download it here.](#) You can also get a copy from the office.

Question: How can I send in my Tech Fee?
Answers: 1. Send the completed form by email to the Main Office. 2. Via your student’s orange folder. 3. Directly to the Main Office. 4. By U.S. Mail. Mail the form payment directly to the school:

Queen Anne Elementary
QAE Tech Fee
411 Boston St.
Seattle, WA 98109

**QAE Technology Scholarship Fund.** To inquire about a scholarship, either to donate to the fund or request scholarship, please contact the main office or visit this [page](#).
Use of the Seattle Public Schools network is a privilege. You must read and agree to follow the network rules below to use your network account.

Seattle Public Schools makes available to students access to computers and the Internet. Through the Internet students may have access to databases, web sites, and sometimes email. Students might also publish online. Students are expected to use computers and the Internet responsibly and for school related purposes only.

Use of the Seattle Public Schools network is a privilege. Violations of conditions of use may result in that privilege being taken away in whole or in part by school district personnel. All other related student policies are applicable and other consequences including suspension or expulsion may follow. Please review the "Student Rights and Responsibilities” pamphlet.

As a condition of my right to use the Seattle Public Schools Internet service, I understand and agree with the following:

I will use computing resources responsibly

• I will use the Internet and other computer resources for academic activities only.
• I will only play educational games authorized by my teacher, instructor, or librarian.
• I will follow the guidelines for printing set by my teacher or school.
• I will only save material in my folder appropriate for educational use.
• I will not transmit or deliberately access obscene, indecent, harassing, defamatory, or otherwise offensive material in any form.

I will use computing resources safely

• I will not give out my name, picture, address, e-mail, or any other personally
  identifying
  information online.
• I will only access chat rooms, bulletin boards, blogs, or post to an Internet site with
  explicit
  teacher permission.

I will use computing resources respectfully

• I will not deliberately attempt to harm or destroy data on any system on the
  network or internet.
• I will not damage computer equipment or alter computer settings.
• I will not alter other students’ files.
I will use computing resources in a manner that respects the intellectual property of others.

- I will not install, store, or distribute unauthorized copyrighted software or materials.
- I will turn in work that I have created myself. If I borrow or copy material from other sources, I will properly cite those sources.

I understand that:

- I am responsible for what is done on my computer account.
- School district personnel have the right to review any material sent, mailed, or accessed through a District computer or District provided network account. School district personnel have the right to inspect all material stored on a District computer. By accepting these terms and conditions, students waive any right to privacy or confidentiality to material that was created, sent, accessed, or stored using a District computer or District provided network account.
- District personnel can edit or remove any material that it believes may be unlawful, obscene, indecent, harassing, or otherwise objectionable.
- The district does not promise that the functions of the internet service will meet any specific requirements you may have, or that the Internet service will be error-free or uninterrupted.
- I cannot use computing resources to violate district policies, federal and state laws.
- District administrators have the final say on what constitutes a violation of Internet policies. Those violations include but are not limited to all bulleted points in this agreement.

Student Name _______________________________ School Queen Anne Elementary

Student Signature ___________________________ Date ______________________

Parent Name _______________________________ Date ______________________

Parent Signature _____________________________ Date ______________________

***Please keep this copy at home ***
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Student Name ____________________________  School  Queen Anne Elementary

Student Signature __________________________ Date ______________________

Parent Name ______________________________ Date ______________________

Parent Signature ___________________________ Date ______________________

***Please sign and return this copy to school***

Version 1.0 10/5/2009
WE, THE DIGITAL CITIZENS, PLEDGE TO...

COMMUNICATE RESPONSIBLY AND KINDLY WITH ONE ANOTHER.

PROTECT OUR OWN AND OTHERS’ PRIVATE INFORMATION ONLINE.

STAND UP TO CYBERBULLYING.

RESPECT EACH OTHER’S IDEAS AND OPINIONS.

GIVE PROPER CREDIT WHEN WE USE OTHERS’ WORK.
SAMPLE - Common Sense Media
Digital Citizenship for the Elementary Student

ALL DIGITAL CITIZENS

PROTECT PRIVATE INFORMATION
for themselves and others.

RESPECT THEMSELVES AND OTHERS
in online communities.

STAY SAFE ONLINE
by listening to their gut feelings.

STAND UP TO CYBERBULLYING
when they see it happening.

BALANCE THE TIME
they spend using media and doing other activities.

For information and resources about digital citizenship,
visit www.commonsense.org/educators.
Internet Use Contract
From: “Bullying Beyond the Schoolyard: Preventing and Responding to Cyberbullying”

Sameer Hinduja, Ph.D. and Justin W. Patchin, Ph.D.
Cyberbullying Research Center

Child Expectations
I understand that using the family computer is a privilege that is subject to the following rules:

1. I will respect the privacy of others who use this computer. I will not open, move, or delete files that are not in my personal directory.

2. I understand that mom and dad may access and look at my files at any time.

3. I will not download anything or install programs without first asking mom or dad.

4. I will never give out private information online. At no time will I ever give out my last name, phone number, address, or school name—even if I know the person with whom I am communicating. My screen name will be:

5. I understand that I can use the computer for approved purposes only.

6. I will never write or post anything online that I would not want mom or dad to see. I will not use profanity or otherwise offensive language. If I receive messages or view content with offensive language, I will report it to mom and dad immediately.

7. I will never agree to meet an online friend in person without first asking mom or dad. Dangerous people may try to trick me into meeting up with them.

8. If I ever feel uncomfortable about an experience online, I will immediately tell mom or dad. I understand that mom and dad are willing to help me and will not punish me as long as these rules are followed.

Parent Expectations
I understand that it is my responsibility to protect my family and to help them receive the best of what the Internet has to offer. In that spirit, I agree to the following:

1. I will listen calmly. If my child comes to me with a problem related to online experiences, I promise not to get angry but to do my best to help my child resolve the situation.

2. I will be reasonable. I will set reasonable rules and expectations for Internet usage. I will establish reasonable consequences for lapses in judgment on the part of my child.

3. I will treat my child with dignity. I will respect the friendships that my child may make online as I would offline friends.

4. I will not unnecessarily invade my child’s privacy. I promise not to go further than necessary to ensure my child’s safety. I will not read diaries or journals, nor will I inspect e-mails or computer files unless there is a serious concern.

5. I will not take drastic measures. No matter what happens, I understand that the Internet is an important tool that is essential to my child’s success in school or business, and I promise not to ban it entirely.

6. I will be involved. I will spend time with my child and be a positive part of my child’s online activities and relationships—just as I am offline.

List of Prohibited Web sites and software applications:


Sameer Hinduja, Ph.D. is an Associate Professor at Florida Atlantic University and Justin W. Patchin, Ph.D. is an Associate Professor at the University of Wisconsin-Eau Claire. Together, they lecture across the United States on the causes and consequences of cyberbullying and offer comprehensive workshops for parents, teachers, counselors, mental health professionals, law enforcement, youth and others concerned with addressing and preventing online aggression.

The Cyberbullying Research Center is dedicated to providing up-to-date information about the nature, extent, causes, and consequences of cyberbullying among adolescents. For more information, visit http://www.cyberbullying.us. © 2009 Cyberbullying Research Center - Sameer Hinduja and Justin W. Patchin