

Ethical Use of Technology Reminders— *Teach the Children Well*



Teach respect for the intellectual property rights of others.

- Remember that the Fair Use Guidelines do not extend to the World Wide Web in most cases. Copyrighted items cannot be included in student projects intended for publication on the Web without the copyright holder's permission.
- Remember that any classroom application of “fair use” does not mean “unlimited” use or use intended to circumvent legitimate charges for copyrighted works.
- ALWAYS cite in documents/handouts of any type (print or digital) the sources for anything you as a teacher use under the Fair Use Guidelines that you did not create yourself. This includes, for example, putting notices on magazine articles distributed as handouts.
- ALWAYS require your students to cite the sources for anything they use under the Fair Use Guidelines that they did not create themselves, including anything that they download or copy from the World Wide Web.
- Never post any student-created work to a Web site without first obtaining the student's permission in writing and then requiring permission from his/her parents in writing. Note: We recommend that permission be obtained for individual work rather than as a “blanket” permission so that parents and students know exactly what will be posted to a Web site.



Model the privacy rights of your students.

- Use only first names when posting information about or photographs of students under 18 to a Web site.
- Never post personal information about the students such as their addresses or dates of birth.
- Obtain permission in writing from students' parents before putting their children's photographs on the World Wide Web or using the photographs in printed documents that will be circulated beyond the classroom (e.g., promotional brochures or flyers).



Model concern for equitable access to technology for all of your students.

- Out-of-class assignments involving technology are not equitable if everyone does not have access to computers/computer software at home or during free time at school.
- Punishments involving loss of computer privileges are inappropriate if the students' grades depend on assignments to be completed using technology. You would not take a student's textbooks away for misbehavior.
- Peer tutoring is not helpful if it places a burden on the student doing the tutoring. There has to be some advantage for the student asked to do the tutoring, especially in terms of the time required to complete his/her own assignments.

Talk about cyber-ethics in the classroom.

- Distribute and discuss your school's Appropriate Use Policy (AUP) and require students and their parents to read, sign, and return copies of the policy to be placed on file.
- Discuss proper "netiquette" when using e-mail. [Find help at: *The Net: User Guidelines and Netiquette* / <http://wise.fau.edu/netiquette/net/> and *Netiquette Home Page* / <http://www.albion.com/netiquette/>.]
- Discuss the effects of "cyber-bullying." Encourage students to find such behavior unacceptable.
- Engender respect for others and their property by discussing with your students the effects of SPAM, computer viruses, and other inappropriate uses of the Internet's capabilities.

