
ASD Online Collaboration Tools Teacher Checklist



Purpose:

In order to safely and appropriately use online collaboration and communication tools with students, please follow these guidelines:

Read the **ASD Internet Guidelines** regarding educational use of the Internet with students.

Read and print the **User License Agreement** for the site/online tool you are planning to use. *Be aware of all stipulations before using this tool with students.* Provide your administrator a copy as well.

Customize the **ASD Online Collaboration Tools Classroom User Agreement**, a teacher/student/parent contract regarding intended academic uses, safety guidelines, and user expectations. The form is an interactive PDF that can be filled out on the computer and printed for copying and signature.

Provide your administrator the **ASD Online Collaboration Tools Classroom User Agreement** for approval.

Discuss the **ASD Online Collaboration Tools Classroom User Agreement** with students and have students and parents sign it.

Verify that an **Internet User Agreement** is in place for every student, and that students are aware of its contents and their responsibilities.

Notify the technology coordinator/contact regarding your plans to use the site/tool.

If your students are under 13, ensure the site/tool is COPPA (Children's Online Privacy Protection Act) compliant; contact the site's Help department or check the FAQ section to determine this.

Contact your building technology coordinator or the Educational Technology Department with any questions regarding these guidelines.

Teacher Name: _____ Teacher Signature: _____

Principal Name: _____ Principal Signature: _____

Date: _____