

# Acceptable Use of Technology Agreement

## Students and Parents/Guardians

The use of electronic devices is now a part of daily life for most students. These devices can help student learning and engage students in the classroom. Our school uses electronic devices such as computers, interactive whiteboards, tablets and other mobile devices in the classroom to enhance academic achievement and help motivate students. Through the use of the school's network, access to learning resources and applications (apps) help all students meet learning objectives.

To help protect all students, proper use guidelines and practices for these devices must be established, followed and monitored.

All parents/guardians and students must sign this *Acceptable Use of Technology Agreement* prior to students being permitted to use/access technology and online resources at school. The purpose of the agreement is to:

- Ensure students and parents/guardians are aware of the conditions under which students are permitted to use technology;
- Outline expectations and responsibilities of students and appropriate and inappropriate use of technology.

We ask parents and guardians to monitor use and to discuss these regulations and the proper use of technology with their children and we thank you for your support.

### Online / “Cloud Services”

Some online tools and apps are referred to as “cloud services.” This means that students will store saved work online. Schools will provide each student a user name, password and email address. To gain access to online resources and applications, students will need to use the provided account, password, and email address. Online privacy is a top priority for our school and the Newfoundland and Labrador English School District (District) and we protect the online work of our students to the best of our ability.

### Safe and Caring Schools

All students are expected to abide by the school's Code of Conduct when using technology, accessing the internet and interacting online.

### Internet Access

All schools now provide Internet access for teaching and learning. The Internet contains a wealth of educational material for the classroom but can also contain material that is not appropriate. The District cannot and does not guarantee that inappropriate material can be completely filtered.

### Email

Students will be assigned an account for email purposes, e.g. jdoe\_s@nlesd.ca . All student email addresses have the underscore ( \_ ) and 's' in the address. All student accounts have (STUDENT) in the name display.

### Social Media

The District recognizes that social media (e.g. Facebook, Twitter, MySpace, etc.) is a tool that can further enhance teaching and learning in our schools as well as communication between home and school and with the public. Students may have the opportunity to access various forms of social media at school. Further information will be provided at the classroom level.

For more information, go to the District's [Social Media Policy](#) and [Terms of Reference for Students](#).

### Portable Devices

The use of portable electronic devices (e.g. iPads, iPhones, laptop computers) is now part of daily life for most students. These devices promote student engagement, creativity and learning. Many schools now have sets of devices available for classroom use. Students may also be able to use their own portable electronic devices at school, subject to approval by the school administration. This *Acceptable Use of Technology Agreement* applies, whether a student is using a school-owned or personal device.

### **Acceptable Use of Technology**

- a. Technology is to be used for educational activities and learning, and for other purposes as permitted by the teacher and/or school administration. Electronic devices may be used during class time with teacher permission. Please note that school trips are considered class time.
- b. Students must follow all District and school policies when using technology and treat others with respect at all times.
- c. Portable electronic devices are permitted in rooms where exams are being written, with the permission of the teacher. For instance, permission must be obtained to use a device as a calculator.

The following is not permitted:

- Attempting to gain access to someone else's information or account without permission;
- Sharing or posting personally identifiable information (such as phone number and address) online;
- Meeting in person with anyone met online without parent awareness and permission;
- Breaking copyright or license use agreements; copying ideas, work or writings done by another person or source; and,
- Engaging in activity which may be considered to be bullying or intimidation of others or engaging in activity which is disruptive to the school environment.

### **Expectations**

Student users are expected to:

- a. Behave as they would in any other environment where they represent their school and/or the District. Students are to conduct themselves in a responsible, ethical and respectful manner in accordance with the standards of the District;
- b. Ensure their mobile device is charged before coming to school - there may be limited electrical outlets available;
- c. Ensure proper action is taken such as turning off ringers, so that a personal mobile device does not disrupt instructional time;
- d. Ensure that their device is always stored in a safe and secure place;
- e. Keep usernames and passwords private and respect the privacy of others;
- f. Use all technology responsibly and not abuse or deliberately damage equipment or networks;
- g. Be responsible for their own mobile devices. The school or District is not responsible if a personal device such as a cell phone or iPad is lost, stolen or damaged;
- h. Immediately report any safety or security problems, or any inappropriate or uncomfortable situations involving technology; and,
- i. Respect information/media obtained on the Internet by including references/citing the correct source.

### **Monitoring and Access**

Staff may access district-provided student accounts and communications for review purposes, to maintain system integrity, and to ensure students are using the system responsibly and safely.

### **Consequences**

Use of district technology including networks, computers or mobile devices and the internet are resources that can be restricted or denied at any time for misuse. Students may be subject to disciplinary action for using technology in violation of district policies.

## **Students Acceptable use of Technology Agreement**

**SCHOOL:** \_\_\_\_\_

**LEVEL:**  **K-3**    **4-6**    **7-9**    **10-12**

(Parents/Guardians will be required to complete an updated agreement for each school level (Primary K-3; Elementary 4-6; Intermediate 7-9; High School 10-12), or when attending a new school.

**PARENT/GUARDIAN**

I have reviewed the policies outlined in the Agreement and understand that my child will be responsible for following the guidelines when using electronic devices during school and class time. I have read and discussed the guidelines with him/her and s/he understands the expectations and consequences for not using the technology provided by the District in an acceptable manner. I understand that if I want to remove my consent for all or certain activities at any time I will need to contact the school principal.

(PLEASE CHECK ALL THAT APPLY)

- Local school network and online tools using school-owned desktop computers, laptops and mobile devices.
- Personal mobile devices.

PARENT/GUARDIAN NAME: \_\_\_\_\_  
*PLEASE PRINT*

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**STUDENT**

I understand and will follow the guidelines for use of electronic devices during school and class time. I understand that I could lose my technology access by breaking this agreement and, based on my school's Code of Conduct, disciplinary action may be taken.

STUDENT NAME: \_\_\_\_\_  
*PLEASE PRINT*

GRADE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*This information is collected for the purposes of ensuring parent/guardian consent along with student understanding and agreement to the Students Acceptable Use of Technology. This information is collected under authority of the Schools Act, 1997. For further information, please contact the school principal.*

**September, 2016**