

Appropriate Use Agreement and Permission Form For the Use of Computers, The Internet and Electronic Mail

Technology provides students with unique and powerful ways to enhance their learning. Chinook's Edge School Division No. 73 supports the use of technology for the purpose of enhancing and supporting teaching and learning and is pleased to offer students access to computer networks for electronic mail and the Internet.

Access is a privilege, not a right therefore, the use of technology whether owned by the Division or devices supplied by the user entails personal responsibility. It is expected that users will comply with division standards, act in a responsible manner, and will honor the terms and conditions set by the school and classroom teacher and the division. Failure to comply with such terms and conditions may result in permanent or temporary loss of access by the division and the school as well as other disciplinary or legal action as necessary. Students will be held accountable for their actions and are encouraged to report any accidental use immediately to school administration.

It is the goal of the Chinook's Edge School Division to ensure that student interactions and the use of technology contribute positively to the learning environment both at school and in the community. Negative use of technology through Division owned devices inside or outside of our schools that degrades or defames members of our communities or the Division is unacceptable. Chinook's Edge School Division also recognizes that students have widespread access to both technology and the Internet, therefore use of personal devices and connectivity is considered to be included in this Appropriate Use Agreement.

Digital storage areas may or may not be located on property of the school division therefore users should not expect that files and communications are stored on division servers nor should users expect that files and communication are private. Network Administrators may review files and communications to maintain system integrity and to insure responsible use.

In order for a student to gain access to email and the Internet within our schools, Chinook's Edge School Division must obtain parental permission for a minor student under the age of 17 years. Students 18 years and older are also required to acknowledge and accept the Division's terms and conditions prior to obtaining access to technology within our schools. Under both circumstances this may be accomplished by completing an "*Appropriate Use Agreement Acknowledgement Form*". Should a parent prefer that a student not have email and Internet access, use of the computers is still possible for more traditional purposes such a word processing to assist in learning.

Terms and Conditions

Unacceptable use of technology includes but is not limited to:

- *Using technology for any illegal activity, including violation of copyright laws.*
- *Using technology in ways, which violate school policies and behavior standards.*
- *Degrading or disrupting equipment or system performance.*
- *Invading the privacy of other individuals by photographing without consent, publishing, sending, or displaying private information and by accessing and/or vandalizing their electronic data.*
- *Wasting technology resources, including bandwidth, file space, and printers*
- *Gaining unauthorized access to resources or entities.*
- *Using an account owned by another user with or without his/her permission.*
- *Posting personal communication without the author's consent.*
- *Submitting, posting, publishing, sending or displaying obscene, profane, threatening, illegal or other inappropriate material on the internet or other electronic devices.*
- *Photographing, copying or storing, or deliberately viewing obscene, profane, threatening, illegal other inappropriate material.*

Technology Etiquette

- *Be polite. Do not get abusive in your communications to others.*
- *Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.*
- *Do not engage in activities prohibited under municipal, provincial or federal law.*
- *Do not reveal your or any other person's personal information (home address or phone number or passwords.)*

- *Electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.*
- *Use technology in such a way that you will not disrupt others.*
- *All communications and information accessible through technology should be assumed to be the private property of those created it.*
- *If you see a security problem on the network, report it to a system administrator.*
- *Do not use mobile technology during class, examinations, assemblies or other events unless directed to do so by the teacher.*

Use and Installation of Software

- *Only individuals designated by a school or site administrator shall be authorized to install software on division technology.*
- *No one shall install illegal or pirated software on any division equipment.*

Use of public Web tools

- *Technology provides an abundance of opportunities for students to use interactive tools and sites on public websites that benefit learning, communication and social interaction. The Division does not control these public sites and does not manage the information posted by students and therefore does not accept responsibility for their use. Personal information could be used for commercial purposes and information stored there could be lost. Students in consultation with their parents should use discretion when selecting and/or using these interactive tools.*
- *Students may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual students or the governance, climate, or effectiveness of the school(s)*
- *From time to time teachers may recommend and use public interactive sites that to the best of their knowledge are legitimate and safe. As the site is “public” and the teacher (School and Division) is not in control of it, students and parents must use their discretion when using, accessing information, storing, and displaying student work on the site.*
- *Student and parent use of public sites and public interactive tools is at their own risk.*

Security and Supervision

- *Student owned devices must have up-to-date virus protection software*
- *The division does provide content filtering controls for student access to the internet using the division network as well as reasonable adult supervision but at times inappropriate, objectionable and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent division technology security and supervision.*
- *Students using mobile and cellular devices on networks other than the divisions are subject to the rights and responsibilities outlined in this document and are accountable for their use.*

Definitions

- *Network refers to wired and wireless technology networks including school networks, cellular networks, commercial, community or home based wireless networks accessible to students*
- *Student owned (supplied) mobile devices refers to cellular phones, blackberry type devices, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, notebooks, and netbooks as well as portable storage devices.*

