



ACCEPTABLE USE OF TECHNOLOGY AGREEMENT AND STUDENT DECLARATION

At Nose Creek School, we believe that technology can be a powerful tool to enhance learning, enable students to access information and collaborate with others across the school, community, and the internet. We believe that all students, staff and parents must be good digital citizens by following standards of acceptable use when using either school-owned technology (software, hardware, internet) or their own personal electronic device¹ for school purposes.

This declaration must be reviewed and signed by both the student and their parent/guardian in order for any student to use a school computer or to use their own *personal electronic device* in school.

The declaration below outlines these standards of acceptable use. Once signed, this will act as an agreement between Nose Creek School and

Student's name	Student's parent/guardian's name

Section A: Student Declaration

As a student at Nose Creek School, I value having access to technology to support my learning. I know that along with this privilege comes great responsibility. To demonstrate my commitment and understanding of the level of responsibility that is required, I have initialed each of the expectations and guidelines listed below. (Note: Each item must be initialed by the student and their parent to show that together they have reviewed each item and the student will abide by the rules and expectations laid out for technology use.)

Student
initials

Parent/
Guardian
initials

- I understand that having access to technology in school is a privilege. I understand that this privilege may be revoked if I fail to fulfill my responsibilities as a user of this technology and that many, but not all, of these responsibilities are outlined below.
- I will only use technology for educational purposes while in school, unless I have been granted permission by a teacher/staff member; and then I will only use the technology within the parameters or guidelines established by the teacher/staff member.

- I will always ask permission before recording anyone. This includes photographs, video and audio recording. I will never record anyone without their consent.
- When connected to the internet, I will never use my computer to reveal personal information such as my age, address or phone number, or those of other students or persons.
- I will take full responsibility for, and respectfully use, the technology available to me at school. For example, this means I will use proper care if transporting, handling or operating any electronic device (computer, camera, etc.) while in school, whether it belongs to the school, another student, or myself.
- I understand that the CBE uses a content filter on its internet access, yet I know it is *possible* that I may encounter inappropriate material, which includes images or text that are pornographic, violent, obscene or offensive to others. I will immediately close the window on the screen that depicts this material. I will then inform my teacher or another staff member.
- I understand that personnel from the CBE may have access to information about every web page I visit and file I create on a school computer. I am aware that this information may be monitored and viewed by my teachers or other district personnel. I understand that this limits privacy as it pertains to the use of the technology that is assigned to me and the information that is stored on school-provided file storage spaces.
- I know that information located on the internet may be inaccurate or incomplete. When accessing resources I will try to evaluate the validity of materials I access. I will respect copyright and will cite resources I use when necessary.
- I understand that my actions using the computer and accessing the internet reflect on me, my class and the school. I will conduct myself accordingly and exercise good judgment. I will also comply with all the policies and rules pertaining to the use of technology which the school has established or may establish in the future.
- I will not download or install any software, music, movies, or files of any nature unless I have been granted specific permission to do so by my teacher and the copyright holder grants permission.
- I will not share my password with anyone. (There is a way to reset your password if you forget it, so there is no need to write it down. Memorize it.)
- I will always log out of the computer when finished using it, or when moving out of sight of my computer. (Any actions done on a computer when YOU are logged in are directly traceable to you.)
- I will not access or use the account of another student or teacher. If I notice another student or teacher has not logged out of a computer I am using, I will notify them (if possible) and log out.
- I will not create, use, display, or store any offensive, obscene, inflammatory or defamatory language or images. I will not use the technology in any way that negatively affects any other student, persons or myself.
- I will respect all rules set out here and those that may come into effect in the future regarding use of the computers in school.

Section B: Student Use of Personal Devices

Students at this school may bring their own *personal electronic devices* which may be able to connect to the school wireless network. When at school, all of the above conditions apply to these student-owned, personal electronic devices, in addition to the following:

Student
initials

Parent/Guar
dian initials

- I will only connect to the school wireless network, and NOT to the school's wired network, nor any other (external) wireless network, even though other networks from the neighborhood might be visible inside the school.
- The device I am using will have virus protection software which is up-to-date.
- I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device while connected to the school wireless network.
- I will use student owned devices in class only with teacher/staff permission.
- I understand the security, care and maintenance of student owned devices is my responsibility. I will securely store and charge devices when not in use.
- I understand that the school is not responsible for the loss, theft or damage of student owned devices. I am fully responsible for my property while it is at school.
- I understand that personnel from the school and District Technology may access my personal electronic device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach. This may include, but is not limited to, text messages, audio and video recordings, photographs that violate the privacy of others, evidence that substantiates allegations of bullying, etc.

Section C: Student Email

Students are provided with a username in order to access Google's *G-Suite* services (e-mail, on-line documents, etc.) for educational purposes. Student files (e.g. essays, presentations, etc.) are stored on Google servers off-site. Google Apps accounts and services are managed by CBE personnel.

All of the conditions in section A&B apply when accessing resources through the portal, as well as the following:

Student
initials

Parent/Guar
dian initials

- I understand that my first name and initial of my surname will be used by CBE to create a Gmail education account. I will be given exclusive rights to this account. This email address will also give me access to Google Apps for educational purposes.
- I understand that personnel from the CBE may access my Gmail and Google Apps account if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the account would reveal evidence of that breach. This may include but is not limited to email messages, archived chats, photographs, documents uploaded, etc.
- I understand that I have been assigned a CBE email account for educational purposes only. I will not use this account to sign up for social media sites and apps, including but not exclusive to Facebook,

Instagram, Twitter and any other app or service that is not for educational purposes.

Student Declaration:

This is to certify that I(Please print student's name),

_____,

have read, do understand, and will abide by all the acceptable use requirements set forth in this agreement. I agree that if I fail to keep my commitment to doing those things listed above that I will have my school network and/or school computer privileges revoked either temporarily or permanently. I understand that there may be other disciplinary consequences if there has been a breach of school rules and a search of the computer reveals this breach.

Student Signature

Date

Parent/Guardian Endorsement:

I have reviewed this document and initialed each point with my child. I have discussed the importance of this agreement with my child. My child and I understand the expectations and responsibilities associated with the proper care and handling of the school computers as well as the appropriate and ethical use of the technology at Nose Creek_School. My child and I are clear that the consequences of not upholding their responsibilities will result in their technology privileges being withdrawn.

Parent/Guardian signature

Date

notes

¹ A personal electronic device includes one of the following that is owned by the student: Laptop computer, netbook, iPad or tablet, iPhone (or other device with internet access - e.g. BlackBerry, Cell Phone, iPod Touch, PDA, Nintendo DSi, Apple Watches (or similar) etc.)