

## Annual Student Responsible Use Agreement for Technology

The information requested on this form is collected pursuant to the School Act, Section 34 and in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA). The information will be used to establish that students, parents and teachers have an understanding of the policy for Acceptable Technology Use and have consented to the rules and precautions in place for such usage. If you have questions concerning the collection or use of this information, please contact your FOIP Coordinator at 467-8896.

Student Name: \_\_\_\_\_ School Year: \_\_\_\_\_ Grade Level: \_\_\_\_\_

**NOTE: A new copy of this form must be completed by all students each year.**

Students in Elk Island Catholic Schools are provided access to the Internet using the Elk Island Catholic Schools' Wide Area Network, as well as the Personally-Owned Devices (POD) Network. The Internet, a network of computer networks, allows our students to interact with hundreds of thousands of networks and computers. Within our schools and libraries, the Internet and e-mail may be used by our students for educational purposes. There is no intent that students use Internet access from Division computers for personal use. Technology resources provided by the Division may include but is not limited to computers, networks, internet and email.

### Conditions and Rules for Use

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

It is a general policy that usage of all technology in the Elk Island Catholic Schools' Division adheres to the following policy which is necessary for continued access to the school's technological resources:

#### Students Must:

##### 1. Respect and protect the privacy of others.

- Use only your assigned account and do not use an account owned by other users, with or without their permission.
- Do not give one's account and password information to other users.
- Do not gain illegal access or entry into other computers
- Do not invade the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Do not gain unauthorized access to resources or entities.
- Do not post personal communications or data, including photos of another person.

##### 2. Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices and report security risks or violations to a teacher or network administrator.
- Do not degrade or disrupt equipment or system performance.
- Do not waste technology resources, including bandwidth, file space, and printers by downloading music or video files, except for those identified as legitimate curriculum resources.
- Do not use technology to hack into computer systems or to impersonate anyone else.

##### 3. Respect and protect the intellectual property of others

- Do not infringe copyrights (no making illegal copies of music, games or movies)
- Do not intentionally access, transmit, copy or create material that is illegal (such as obscenity, stolen materials or illegal copies of copyrighted materials).
- Do not plagiarize.
- Do not send unsolicited emails to an individual as it may constitute a use of that individual's personal information which is in violation of the Board's privacy policy responsibilities.
- Do not share or disclose personal information about others.

##### 4. Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher.
- Do not use the Division's technology systems to harass or discriminate against other students or any individuals (such as gossiping about or embarrassing another, publicly humiliating, racism, negative comments about the person's appearance, clothing, etc.)
- Do not use the technology in ways that violate school policies and behaviour standards.
- Do not intentionally access, transmit, copy, create or download material that violates the school's code of conduct (such as

messages that are pornographic, threatening, hate-based, rude, discriminatory, or meant to harass).

- Do not send spam, chain letters or other mass unsolicited mailings.
- Do not use technology for financial or commercial gain.
- Do not sell, advertise or otherwise conduct business unless approved as part of a school project.
- Do not play computer games, or download music that does not support an educational objective assigned under teacher supervision.
- Do not email correspondence inappropriate to educational purposes.

**Students may, if in accordance with the policy above, use EICS Technology resources for any educational purposes.**

### **Personal Devices**

- Any student owned technology used in our Division must comply with the Responsible Use Policy. Some examples may include but not limited to MP3 players, cell phones, external storage devices, or any wireless device.
- Students who bring personal devices to the school are also expected to comply with all parts of Administrative Procedure 350 – Student Conduct.
- Personal devices are not to be taken into test or examination settings unless students have been given permission to do so.
- The Division assumes no responsibility for the safety, security, loss, repair or replacement of student's personal devices.

### **Technology Etiquette**

All users are expected to abide by the generally accepted rules of technology etiquette. These include, but are not limited to:

- Being polite in all of your communications to others.
- Maintain electronic devices in silent mode during instructional and other school activities.
- Using appropriate language.
- In all activities being compliant with municipal, provincial, federal or international law.
- Not revealing your personal address or phone number or the addresses or phone numbers of student's colleagues, or any third parties.
- Not using technology in such a way that you disrupt the use of technology by others.
- Assuming that all communications and information accessible via the internet are the private property of those who put it on the internet.
- In the event a student inadvertently accesses an inappropriate internet site, he/she must advise the supervising teacher of the inadvertent access.
- Elk Island Catholic Schools' network, as well as the POD Network, must be used to support education and research.

### **Warranties**

EICS makes no warranties of any kind, whether express or implied, for the service it is providing. EICS will not be responsible for any damages a user suffers. This includes, without limiting what follows:

- Loss of data resulting from delays, non-deliveries, mis-deliveries, server failure, or service interruptions caused by EICS's negligence or by the user's errors or omissions
- Consequences resulting from the use of any information obtained via the internet

EICS specifically denies any responsibility for the accuracy or quality of information obtained through internet services. All users need to consider the source of any information they obtain and consider how valid and reliable that information may be. Use of information obtained from Internet Sources is at the user's own risk.

### **Vandalism and Harassment**

Vandalism and harassment will result in cancellation of user privileges.

- Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, the internet or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses.
- Harassment is defined as the persistent annoyance of another user or the interference of another user's work. "Harassment" is further defined as any unwelcome behavior, conduct or communication, directed at an individual that is offensive and/or annoying to that individual.

### **Unacceptable Material**

Students and parents must understand that neither Elk Island Catholic Schools nor any Division staff member controls the content of the information available on the Internet. Some sites accessible via the Internet may contain material that is inaccurate or inappropriate for educational use in a K-12 setting, such as hate literature, pornography, and information related to immoral or illegal activities. The Division does not condone the use of such materials and does not permit usage of such materials in the school environment.

Elk Island Catholic Schools uses internet filtering software in addition to teacher supervision to reduce the likelihood of students accessing inappropriate internet sites. In the event a student inadvertently accesses an inappropriate internet site, he/she must advise the supervising teacher of the inadvertent access.

**Penalties for Improper Use**

Any breach of the Conditions and Rules for Use will result in disciplinary actions and may result in but is not limited to:

- restricted network access
- loss of network access
- suspension or expulsion
- disciplinary action
- legal action, if criminal in nature.

**Required Signatures**

**Teacher**

I have explained the purpose of this Responsible Use Policy to the student named below. In addition, he/she has been informed about his/her responsibility in properly using the internet for educational purposes and what penalties will result in his/her inappropriate use of the internet.

Teacher Name (please print): \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student**

I understand that when I am using Elk Island Catholic Schools' technologies, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by International, Federal, Provincial or Municipal law and the policies and regulations of the Division.

My signature below means that I agree to follow the guidelines of the Student Responsible Use Policy for Internet access.

Student Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Guardian**

Students under the age of 18 must also have the signature of a parent or guardian who has read this agreement. As the parent or guardian of this student, I have read the Student Responsible Use Policy and understand that technology access is designed for educational purposes. I understand that it is impossible for the Division to restrict access to all unacceptable materials and I will not hold the Division responsible for materials acquired on the Internet. I have reviewed all of the points under Conditions and Rules for Use, Technology Etiquette and Vandalism and Harassment with my child. I hereby give my permission for my child to access the internet.

Parent/Guardian Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_