

# STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

## Primary-Junior (Grades K-6)

### STUDENT CONSENT

I agree to:

- Use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
- Keep my password secret.
- Use the technology only to help me learn.
- Give credit to the author of work I find on the internet and obey copyright laws.
- Not provide my personal information (name, address, phone number) to anyone on the internet.
- Never meet in person with someone I have met online without my parent's approval and participation.
- Tell my teacher or any other school employee about anything on the computer that is inappropriate or makes me feel uncomfortable.
- Never use any form of electronic communication to harass, frighten, or bully anyone.
- Take care when printing and consider the environment when deciding what to print.
- Not use any social media platform at school.
- Store my personal mobile device out of view and powered off or set to silent mode throughout the entire instructional day.

And for devices I own, I further agree to:

- Protect my device from loss, damage or theft.
- Keep the device up to date, including antivirus.
- Not run or host servers on my device, including web servers, ftp servers, mail servers, file sharing and peer to peer.
- Give my device (including a cell phone) to an adult in my school if requested.

STUDENT NAME (PRINTED): \_\_\_\_\_

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

### PARENT/GUARDIAN CONSENT

- I have read and understood the Peterborough, Victoria, Northumberland and Clarington Catholic District School Board's Student Acceptable Use of Technology Agreement (the Agreement) and if applicable, the Board's Personal Network Device policy.
- I recognize that this Agreement is designed for my child's grade level and that the full policies and administrative procedures governing my child's use of technology are available on the board's website or from my child's school.
- I will emphasize the ethical and responsible use of technology and caution my child about unsafe communication with others on the internet.
- I will ensure that software on my child's Personal Network Device(s) has been purchased and is legal.
- I grant permission for my child to access networked information technology, inclusive of the internet and e-mail for educational purposes. I am aware that my child will be given instruction in the proper use of the internet at school and further recognize that I am responsible to supervise my child's use of the computer and internet at home.
- I understand that the Board will not service my child's Personal Network Device, nor will it be liable in the event that the device is lost, stolen, damaged or otherwise rendered inoperable.
- I understand that the Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems.
- I understand my child is not to use any social media platform at school. Personal Mobile Devices are to be stored out of view and powered off or set to silent mode throughout the entire instructional day.

PARENT NAME (PRINTED): \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### Information Collection Authorization:

The information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989. Information from this form will be used to enforce appropriate use of the internet and information technology in accordance with AP 313 - Student Acceptable Use of Technology. The contact person for queries regarding this information is the Manager of Computer Services.

COPIES: (1) Student OSR (2) Parent (upon request)

# STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

## TERMS AND CONDITIONS

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board (the "Board") to ensure that the Internet and the board's Information Technology are used to support learning in a manner that is consistent with the Board mission statement, Catholic values and guiding principles.

### 1.0 Purpose of the Wide Area Network

- Use of the information technologies owned or operated by the Board must be used for the purpose of conducting Board business or the provision of an educational program.
- Use of the Board's Wide Area Network and its connection to the Internet for advertisement or monetary profit must have Board approval.
- The Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems.

### 2.0 Network Etiquette and Citizenship

- The Board provides access to the internet for educational activities defined in the instructional plans of our teachers.
- Users will not post, publish, or display any defamatory, abusive, threatening, sexist, racially offensive, profane, obscene, sexually oriented, illegal and other material found to be offensive.
- The sending or storage of offensive messages from any source is prohibited.
- Users shall not copy information or software in violation of copyright laws.
- Software and resources downloaded will be used only under the terms and conditions specified by the owner or creator of those resources.
- Only staff are authorized to download software or executable(.exe) programs.
- It is prohibited for a user to post messages and attribute them to another user.
- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

### 3.0 Vandalism

- Transmission of any software having the purpose of damaging computer systems and files (i.e. computer viruses) is prohibited. All software and files downloaded must be systematically checked for viruses before being placed on a school's network.
- Any malicious attempt to harm or destroy the data of any person, computer or network linked to the Board's Wide Area Network is prohibited and will result in financial compensation to the Board and/or the pursuance of criminal charges and/or other disciplinary action consistent with the School Code of Behaviour, Board Policy and/or legal authorities.
- Users will not attempt to gain unauthorized access to the Board's system or to any other computer system through the Board's system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of browsing.

### 4.0 Security and Personal Safety

- Users may not share their passwords or accounts with others and must make all efforts to safeguard this information from unauthorized users.
- Users are advised to refrain from giving out personal information, such as their family name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
- Users will not post identifying photos or videos.
- The Board reserves the right to block access to sites and to conduct regular checks of the system as deemed appropriate.
- An individual search will be conducted if there is reasonable cause to suspect that a user has violated the law or the school code of conduct. Personal files are discoverable under public records laws.

### 5.0 Inappropriate Material

- Interactive Internet gaming will not be accessed through the Board Internet Service.
- Upon access to or receipt of material that is educationally inappropriate and contrary to the Board's Mission Statement, the user shall immediately turn off the monitor and report the incident to the classroom teacher, staff and or immediate supervisor.
- Social media and any type of social media platform is not to be accessed at school.

### 6.0 Definitions

- Personal Mobile Device - a device that is both portable and capable of collecting, storing, transmitting, or processing electronic data or images. Examples include but not limited to laptops, tablet PCs, personal digital assistants (PDAs), smart watches and "smart" phones. This definition also includes storage media, such as USB hard drives or memory sticks, SD or CompactFlash cards, and any peripherals connected to the device.