

## Responsible Use of Technology Agreement

### Acceptable Use of Technology Policy and Student Declaration

At Northmount School, we believe that technology can be a powerful tool to enhance learning, enabling students to obtain information and to collaborate with others across the school, the district, and the world in purposeful educational activities.

Integrating twenty-first century technologies into teaching and learning at Northmount School not only supports curricular outcomes across several subject areas, but provides students with immediate connections to learning opportunities that would never before have been possible. As students increasingly integrate networked interactions into their learning processes, they hone new digital competencies, such as the ability to adapt appropriately, quickly, and articulately to a variety of networked collaborative environments.

We expect all students to model the qualities of good digital citizenship by following standards of acceptable use and ethical practices when using either school-owned technology (software, hardware, Internet) or their own personal electronic devices, (such as a laptop computer, netbook, phone, iPod Touch, PDA, Nintendo DSI, etc.).

The following three-part declaration outlines these standards of acceptable use. It is followed by the Discipline Policy. Once reviewed, signed and returned to the school by both student and parent/guardian, the student will be able to *use a school computer* or use their own computer within the school.

Students will be given their usernames and passwords by their homeroom/classroom teachers, along with a shortened version of the Acceptable Use Policy. By entering his/her username and password, and accessing Northmount and/or Edmonton Public Schools' networks, websites and systems they agree to accept and follow the Understandings and Expectations listed below.

### Section A: Understandings and Expectations Regarding the Use of Technology in General

#### 1. General Use of Technology, Equipment, and Accounts

##### a) The student [hereafter, "I"] understands that

- having access to technology in school is a privilege, which enables all Northmount students to engage in a range of educational interactions that expand and enrich those that occur in a traditional classroom.
- this privilege may be revoked if I fail to fulfill my responsibilities as a user of this technology, which are listed in this document.

- this agreement is a school-wide agreement between the student and parent/guardian and the school.
- when a teacher has particular classroom policy regarding the use of technology in that class, that class policy, together with this agreement, will apply when the student is in that class.
- I will always only use technology for educational purposes while in class, unless I have been granted permission by a teacher, and then I will only use the technology within the parameters established by the teacher.
- 

b) I will never share my *Student Network Logon password* with anyone, or distribute it accidentally by writing it down.

- All teachers have access to student passwords through PowerTeacher, so if a password is forgotten, it can be retrieved from a teacher. Do not write your password down. Memorize it.
- Sharing login information jeopardizes the security of students' schoolwork, and exposes students to potential cyber-abuse. It is critical that students maintain the confidentiality of their login information.
- Parents have the right to their child's passwords, and are encouraged to review their child's online activities.
- I will respectfully use the technology available to me at school, understanding that I am responsible for a computer while I am logged in on it. I will always log out of the computer when finished using it, or when moving out of sight of it, as I understand that ANY actions done on a computer when I am logged in are directly traceable to me, and I here assume responsibility for those actions.

c) I will not

- connect to outside networks on school or other equipment, such as student-owned personal devices, while I am on Northmount School premises.
- compromise the network's efficiency of operation in any way. Any network security or other breaches are considered of serious enough nature to be handled as criminal offenses.
- 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.
- create, use, display, or store any offensive, obscene, inflammatory or defamatory language or images.
- post or distribute any anonymous messaging by any means (web, messaging software, cell phones, etc.).
- use the technology in any way that negatively affects any other student or persons. I understand that cyber bullying is a form of bullying, and the consequences of cyber bullying include all of the consequences of bullying. In addition, if I am linked to any act of cyber bullying, my account will be revoked, which will prevent me from participating in continuing online classroom practices.
- wilfully damage equipment.

2. Privacy: I understand that personnel from the school and District Technology have access to information about every web page I visit, and every file I create on school computers, saved on district and district-sanctioned servers, and that the monitoring of such information does limit 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.

### 3. Promoting and Sustaining an Ethical and Responsible Online Culture

- a) I understand that my actions using the computer and accessing the Internet both at school and at home 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 and may establish in the future.
- b) When connected to the Internet, I will only engage in activities that model the values of an ethical and responsible online culture, and do my best to sustain this ethical and responsible online culture with my peers, by keeping interactions on topic, respectful, and constructive.
- c) I know that information located on the Internet may be inaccurate or incomplete. When accessing resources, I will try to evaluate the validity of these materials.
- d) I will respect copyright and will cite resources I use when necessary, understanding that my peers will likewise respect my postings, and cite them when used. I will not plagiarize Internet, or other, resources.
- e) I will not download any executable files (.exe) onto school-owned devices.
- f) I will not download or install any software, music, movies while on a Northmount School-owned computer unless I have been granted specific permission to do so by my teacher and the copyright holder grants permission.
- g) When connected to the Internet, I will never reveal personal information such as my age, address or phone number, or those of other students or persons.

#### *Important* – Re: bullying, cyberbullying:

I understand that any interactions or activities that negatively impact the safety or security of other people *in any way*, whether those interactions occur face to face or electronically (online, via cellphone, via messaging, etc), will NOT be tolerated at Northmount School. This remains in effect whether such activities occur on or off school premises, during school hours or after school.

#### 4. Internet - Inappropriate Content

##### a) I understand that

- the district (EPSB District Technology) 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 otherwise offensive. In the unlikely event of this happening, I will immediately close the window on the screen that depicts this material and inform my teacher.
- I will not make effort to access sites that are blocked at Northmount School
- I will not participate in online games, purely “social” networking, or other non-educational activities during school hours at Northmount School. Posting of material online during class time may only occur when for specific educational purposes, within the context outlined in class by the teacher.
- I will not view or post any content that is not appropriate or relevant to my educational studies.

### **Section B: Students bringing their own personal electronic devices to school**

Students at Northmount School may bring their own *personal electronic devices*, which then can connect to the school wireless network. When at school, all of the above understandings and expectations apply to these student-owned, personal electronic devices, as well as the following:

##### a) I will

- connect only 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 neighbourhood might be visible inside the school.
- use the student-owned device in class only with the teacher’s expressed permission, and only for educational purposes as directed by the teacher.
- ensure up-to-date virus protection software is installed on my device.
- disable all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device while connected to the school wireless network.

##### b) I understand that

- the school is not responsible for the loss, theft or damage of my device. I am fully responsible for my property while it is at school.
- the security, care and maintenance of my device is my responsibility. I will securely store and charge my device when not in use.
- 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 not limited to audio and video recording, photographs taken on school property that violate the privacy of others, issues regarding bullying, etc.