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## Information Technology Acceptable Use Agreement

Digital Literacy is an integral part of inspiring and preparing learners for life in our changing world community.

All students and their parents/guardians are expected to sign the **Policy Agreement Form** to acknowledge they have read, understand and will support the conditions/rules concerning the use of school/Board and personal technology as it supports learning.

This agreement is designed to ensure a safe and supportive school environment as well as ensure network integrity.

The term school/Board technology as used in this document refers to, but is not limited to, computer networks, stand-alone computers, handheld devices, peripheral devices, digital media and memory storage devices while in schools, using Board-provisioned networks or tools and/or interacting with other students or Board staff.

For more information, please see [Board Policy #194.0 Use of Technology](#).

### Primary Students Use of Technology Agreement

When using technology, students are accountable for:

- Following the Caring and Safe Schools and the school code of conduct
- Always having permission before using school technology
- Treating school technology with respect.
- Only visiting internet websites as directed by or in consultation with the teacher.
- Being respectful when writing messages and sharing ideas while using technology.
- Telling a staff member right away if something is wrong with the computer.
- Telling a staff member right away if something they see on the computer screen makes them uncomfortable.
- Sharing the computer fairly if they are working with a partner.
- Only using their own login.
- Learning their login and password and never sharing their passwords with anyone other than their teacher or parents/guardians.

### Junior/Intermediate/Senior Students Information Technology Acceptable Use Agreement

When using technology, students are accountable for:

- Following the Caring and Safe Schools and the school code of conduct.
- Treating technology with respect.
- Being respectful when writing messages and sharing ideas while using technology.
- Respecting others' privacy and personal information, including passwords.
- Keeping personal information private (e.g. not publishing photos, names, addresses or phone numbers on the internet).
- Using technology responsibly for educational purposes as assigned by a teacher.

- Respecting information/media obtained on the internet by incorporating all references in a bibliography, footnote or other form of citation.
- Reporting known technical, safety or security problems.
- Reporting inappropriate or uncomfortable situations involving technology to a staff member.
- Only using their own login.
- Never sharing passwords with anyone other than teachers or parent/guardian(s).

Staff may access Board-provisioned student accounts and communications for assessment purposes, to maintain system integrity, and to ensure that students are using the system responsibly and safely. As a result, students should not expect that stored files or messages are private.

Consequences for actions which contravene [Board Policy #668.0, Caring and Safe Schools](#); [Board Policy #194.0, Use of Technology](#); related procedures and the school code of conduct may range from withdrawal of privileges to suspension from school.