



Chinook School Division Responsible Use of Technology Policy (7-12)

Computer Technology and use of the Internet are integral parts of today's curriculum. Unfortunately, not all of this information is appropriate for the student or for the school environment. The student bears the responsibility of monitoring his/her own behaviour when viewing such material and when using the facilities and equipment provided.

Access to computers and the Internet is a privilege. This privilege may be maintained through responsible use of the resources, but it may also be lost through inappropriate use.

Responsible Use of Technology and the Internet includes but is not limited to:

- ✓ Conducting research for school-based projects
- ✓ Creating classroom projects (essays, presentations, ...)
- ✓ Exploring career options
- ✓ Exploring computer systems
- ✓ Exploring personal interests (provided they do not fall into one of the "inappropriate" categories below)
- ✓ Exchanging email
- ✓ Creating Web content appropriate for a school-based web page
- ✓ Displaying a high level of computer ethics and etiquette

Inappropriate Use of Technology and the Internet includes, but is not limited to:

- ✗ Sending, receiving, viewing or posting materials that are any of the following:
 - obscene, lewd, vulgar, rude, or offensive
 - promoting violence, sexism, racism, or hatred
 - threatening or harassing
 - false or slanderous about/toward another person or organization
- Note: This restriction applies to both public material and private messages.
- ✗ Employing computers or the network for illegal or commercial purposes (including downloading copyrighted material, such as MP3's, logos, ...)
- ✗ Using on-line resource material verbatim or without giving proper credit to the source of the information
- ✗ Making purchases/sales using the school's computers
- ✗ Visiting, using chat lines
- ✗ Logging into the system, or attempting to log in, using any account other than your own
- ✗ Printing information that is of a strictly personal nature
- ✗ Engaging in any activity intended to disrupt the computer system
- ✗ Vandalism or theft of equipment (including reconfiguring software)

The Students' Over-the-Shoulder Rule: If you would not be comfortable with a parent watching what you are doing over one shoulder and a teacher over the other, then you probably shouldn't be doing it.

Personal Safety - To ensure personal safety, students should:

- ✓ Keep passwords private.
- ✓ Not post or disclose any personal contact information, for yourself or anyone else. This includes your address, work address, or phone number.
- ✓ Not agree to meet with someone you have met online without your parent's prior approval. Your parent(s) should accompany you to any such meeting.
- ✓ Promptly disclose to your teacher or other school employee any message/contact you receive that is inappropriate or makes you feel uncomfortable.

Privacy:

- ✓ You should expect only limited privacy in the contents of your personal files on the school system. The situation is similar to the rights you have in the privacy of your locker.
- ✓ Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, school disciplinary policy, or the law.
- ✓ An individual search will be conducted if there is reasonable suspicion that you have violated this policy, school disciplinary policy, or the law.
- ✓ Your teachers and parents have the right at any time to request to see the contents of your e-mail files.

Copyright:

There are times when student work may be copied or published in a year book or school publication. This work may also be used in teacher workshops or for classroom demonstrations. This work would be used to help teachers learn teaching strategies. We require permission to copy student work samples.



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PARENTAL CONSENT Photo/Video/Media Release

CHINOOK PUBLICATIONS

During the school year there are occasions when photographs of your child may be taken by staff of Chinook. Your authorization to use photos of your child in school division publications (brochures, annual reports, newsletters, etc.) is requested. Occasionally, student work samples and video clips may be used as well. Student names will not appear in these publications unless additional permission is granted.

The school division website (chinooksd.ca) contains school news, information and links to school websites and social media sites (ex. Facebook, Twitter, Google+, etc.). These online publications and tools are used to help the community learn more about our schools and allows us to highlight student achievements and school or school division activities and news.

Student photos may be posted online to showcase particular events or activities. Photos of large groups, or action photos where students cannot be identified, may be posted without parental permission. Personal information may be used to recognize student accomplishments or participation in academic or extra-curricular activities. Photos and videos may be utilized for instructional and Teacher Professional Development purposes as well. Sites may include links to media sources that include articles, photos and video of school and school division activities.

NEWS & EXTERNAL MEDIA

From time to time the news media may cover events or activities at your child's school. Whether or not you have concerns about your child participating in media coverage at school (being photographed, video taped or interviewed) it is important that we know your wishes. Media coverage may include the use of your child's name. All types of media outlets cover Chinook and school events, including but not limited to: newspapers/newsletters, radio, television/video and online.

It is standard practice for media professionals to gain parental permission at events where they wish to photograph/film/interview/name a child.



STUDENT SOCIAL MEDIA RELEASE

Permission to Use Classroom Social Media **

Date: _____

Dear Parent(s),

One of my primary goals this year is to help parents and students get connected and stay connected. My use of social media will offer a way to celebrate the learning in our classroom, provide information about upcoming events, reflect on lessons taught in class, and provide an extension to the standard classroom-learning environment. You may be able to post comments through social media on a daily basis. All written comments are to be respectful towards others.

Permission is required to display photos or work of a student. Teachers and students will withhold personal information including full names, addresses and email addresses.

** Social Media may include, but is not limited to: Blogs, Wikis, Facebook, Twitter

The social media site(s) I am planning to use are:

Blog Wiki Facebook Twitter

Other: _____

I HAVE READ AND UNDERSTAND these terms and conditions and hereby consent and agree to uphold them.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

If you have any questions, please contact me at:
