



Chinook School Division Responsible Use of Technology Policy (7-12) 2023-24 Herbert School

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 behavior 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.

Responsible Use Agreement

Student's name: _____ **Grade** _____

I have read (or had read to me) the Chinook School Division policy on "Responsible Use of Technology," understand it, and agree to follow the guideline and principles it outlines.

Should I use the school's computers in an inappropriate manner (according to the guidelines given), I understand that I will lose school Internet and computer privileges for the rest of the school year.

Please sign and return this form to your homeroom teacher.

Student's Signature

Parent's/Guardian's Signature

Student Publication Permission Form

In conjunction with classroom projects, students may be offered the opportunity to publish written work, projects, and images on the school's web site. Students will be instructed not to include addresses, phone numbers or other means by which people could contact them directly. All students interested in publishing work on the Internet are required to have written permission from a parent or guardian.

As a parent/guardian, I understand the implications of publishing material on the Internet. I give my permission to have my son/daughter's work published to the Internet as follows:

- I give permission to have my son/daughter's work/image published to the school's Internet site, at the discretion of the teacher and school administration. (Material posted on the school web site is accessible to people worldwide.)
- I give permission to have my son/daughter's work/image published to a secure site, which requires a username and password to access.
- I **do not wish to allow** my son/daughter's projects, work, or images to be published on any Internet sites.
- I give permission to have my child's work copied for school publications, for teacher workshops or for classroom demonstrations within Chinook School Division.

- I **do not** give permission to have my child's work copied for school publications, for teacher workshops or for classroom demonstrations within Chinook School Division

Parent's/Guardian's Signature

Date

