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## REGULATION 1300.3(a) Attachment

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### Expectations for Students using Digital Technology Resources

The following are expectations for students using digital technology including but not limited to accessing the Internet and e-mail through the District's/Schools' networks. Students in Grades 6-12, signing this document agree to the following terms and conditions.

**School rules apply:** As a student, I understand that there are school rules related to expected conduct, the use of appropriate language including making fair and respectful comments, and guidelines for responsible behaviour. I understand that any other "School Rules" related to using technology must also be followed. More specifically, without limiting the above, I agree that:

- I will use digital technology for lawful educational purposes
- I will handle with care and consideration any technology devices so as to avoid or minimize any physical damage or damage to data.
- I will use network services in such a way that network performance is not disrupted or terminated.
- I will use my time and required materials so as not to be wasteful.
- I will use every effort so as not to corrupt or negatively impact the files or systems of other users.
- I will respect the privacy of other users.
- I will use language that is not considered offensive or threatening to others.
- I will avoid receiving, keeping or distributing inappropriate materials, including material that is obscene, pornographic, sexist, racist, belligerent or harmful to others.
- I will inform my teacher or principal if I come across any sites, material, information or situations that I believe contain inappropriate material.
- I will not meet with any strangers I talk to on the Internet without first consulting my parent or guardian.
- I will not openly publish personal information about myself or anyone else including names, school, interests, extracurricular activities, home or school address or phone numbers. I may however, post school projects and work on the Internet as approved by my teacher.
- I will only use what I believe to be authorized, legal copies of information and software.
- If provided, I agree to keep any computer account password secret and I agree that I will not use someone else's password to access the system.

**Plagiarism & Copyright:**

- I agree that I will not copy any information and claim it as my own.
- I will ask the original author for written permission to use the graphics or any copyrighted works, including works of art, compositions, text, symbols, sayings, cartoons, excerpts, and quotations.
- I agree that I will give written credit for sources of information for my work.

**Consequences of unacceptable use:** The consequences for breaking any rules that apply to use of digital technology, include but may not be limited to the following:

- Loss of privileges to access and use digital technology.
- Possible disciplinary action through the School Code of Conduct.

I understand that I am personally responsible for my actions, errors, and omissions in using digital technology and accessing the Internet. I further understand if the Board of Education has reasonable suspicion that the terms of this regulation have been violated, they reserve the right to monitor and inspect all devices and activities connected to District Technology Resources, including personal devices. Consequences for failing to comply with the terms and conditions of these regulations, may well exceed school disciplinary action, and may include criminal investigations, civil suits or both.



We nurture each student's learning and well-being in a safe, responsive, and inclusive learning community.

**Student Use Agreement – (Grades 6-12)**

I have read, understand and will abide by the “**Expectations for Students Using Digital Technology Resources**”. I will use resources responsibly, respect the rights of others and will not use these systems for unethical or illegal activities. Should I commit any violations, my access privileges may be revoked, school disciplinary action may be taken, and possible legal action may be taken. I understand that this document will remain in my school file for as long as I am enrolled at this school or until terminated by either party by notification in writing.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
PLEASE PRINT

School Name \_\_\_\_\_ Teacher Name: \_\_\_\_\_ Div. \_\_\_\_\_

Student Signature: \_\_\_\_\_ Student ID# \_\_\_\_\_

**Parent/Guardian Permission Form – (Students in Grades 6-12)**

I have read the attached “**Expectations for Students Using Digital Technology Resources**”. I understand that my child may access District Technology Resources which allows them to access resources, communicate with others and to publish their work. I also understand that filtering or blocking software which may be applied to the network to prevent gaining access to inappropriate material is not foolproof and cannot guarantee 100% effectiveness. This consent will be considered valid from the date at which it is signed until my child is no longer enrolled in this school or until terminated by either party by notification in writing.

**YES      NO**

I grant permission for my child to publish their work and/or photos online, including full name identifiers. \_\_\_\_\_

I grant permission for my child to publish their work and/or photos online, without full name identifiers. (first name or initials may be used as an identifier). \_\_\_\_\_

*\* I understand that it is the responsibility of my child to avoid accessing the Internet or computers while at school as described above, until receipt of a Student Use Agreement signed by both student/child and parent or guardian.*

Parent/Guardian's Name: \_\_\_\_\_ Signature \_\_\_\_\_  
PLEASE PRINT

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

**Student Use Agreement – (Grades K-5)**

**“My Rules for Online Safety”**

Using a computer at school can be very good. There are stories, pictures, sounds, music, games and lots of other useful information on many topics that can be accessed from your classroom. You are lucky to be able to use a computer at your school. Being able to use a computer comes with accepting responsibility. There are rules for being able to use a computer at school. These rules help you use the computer in the best and safest possible ways.

Here are the rules for using a computer at your school:

**School rules apply:** As a student, I understand that there are school rules related to expected conduct, the use of appropriate language including making fair and respectful comments, and guidelines for responsible behaviour.

More specifically, without limiting the above, I agree that:

- I will not give out personal information such as my name, address, telephone number or the location of my school without my teacher's permission.
- I will never send a person my picture or anything else without first checking with my teacher.
- I will tell my teacher right away if I come across any upsetting words, nasty pictures or something scary on the Internet that makes me feel uncomfortable.
- I will never agree to get together with someone I “meet” online without first checking with my teacher and parent.
- I will not answer any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that.
- I will not send mean messages to anyone, even friends, even as a joke.
- I will talk with my teacher and parents so that they can set up rules for going online either at school or home. We will decide upon appropriate areas for me to visit.

I understand that if my teacher believes that I have broken these rules, my use of technology may be inspected and I may be told that I cannot use the computers at school anymore. This agreement will remain in my school file for as long as I am enrolled at this school. It can be removed by either my parents or the school Principal if either decides to remove my privileges.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE PRINT

School Name \_\_\_\_\_ Teacher Name: \_\_\_\_\_ Div. \_\_\_\_\_

I have read “**My Rules for Online Safety**” and agree to those rules for being a responsible computer user.



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Student Signature: \_\_\_\_\_ Student ID# \_\_\_\_\_

**Parent/Guardian Permission Form – (Students in Grades K-5)**

I **personally** have read the attached “**Expectations for Students Using Digital Technology Resources**”, so that I am aware of the expectations of my child for using technology at the Middle and Secondary school levels. (The “Expectations for Students Using Digital Technology” document **does not have to be shared with students in Grades K-5**. This is for parental information only.) This consent will be considered valid from the date at which it is signed until my child is no longer enrolled in this school or until terminated by either party by notification in writing.

**I have read and discussed with my child, “My Rules for Online Safety”.**

I understand that my child may access School or District technology systems which allows them to access resources and communicate with others. I understand that filtering or blocking software which may be applied to the network to prevent gaining access to inappropriate material is not foolproof and cannot guarantee 100% effectiveness.

**YES      NO**

I grant permission for my child to publish their work and/or photos online, including full name identifiers. \_\_\_\_\_

I grant permission for my child to publish their work and/or photos online, without full name identifiers. (first name or initials may be used as an identifier). \_\_\_\_\_

*\* I understand that it is the responsibility of my child to avoid accessing the Internet or computers while at school as described above until receipt of a Student Use Agreement signed by both student/child and parent or guardian.*

Parent/Guardian's Name: \_\_\_\_\_ Signature \_\_\_\_\_  
PLEASE PRINT

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

*Greater Victoria School District*

Approved: 2017

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