

Student Acceptable Use of Technology Agreement for Secondary Students

As a student of St. Albert Public Schools, I value having access to technology to support my learning. I know that along with this privilege goes great responsibility. To demonstrate my commitment and understanding of the level of responsibility required, I have read each of the expectations listed below. I will abide by these rules and expectations. When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying, including forwarding messages or supporting others in harmful, inappropriate or hurtful online behaviours;
- protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online;
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours;
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me;
- investigating and adhering to the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult;
- handling devices with care and notifying a teacher of any damage or required attention;
- abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video and citing references where necessary;
- not downloading unauthorized programs, including games; and
- not interfering with network systems and security, the data of another user or attempting to log into the network with an account other than my own.

In addition, when I use my **personal mobile devices** (including my phone), I agree to be a safe, responsible and ethical user at all times, by:

- connecting only through the wireless network designated for students;
- setting a password on my device to protect personal information;
- keeping devices on silent during school; only making or answering calls or messages outside of class time (except when approved as part of a class activity);
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved class activity;
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding messages;
- obtaining appropriate consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces; and
- recognizing the school is not responsible for any lost or damaged personal devices.

Use of Cloud-Based Applications

As a student of the district, I will have access to cloud-based applications, including Google Apps for Education, for educational purposes. These cloud-based applications are managed by district personnel. Student-created files may be stored on cloud-based servers which may be located in various countries, including the United



States of America. Contents of servers are subject to the law of the jurisdiction where the servers are located. St. Albert Public Schools cannot guarantee protection against possible disclosure of student-created files residing on servers outside of Canada.

By agreeing to access cloud-based applications, I also agree to the following:

- My first name and last name will be used by St. Albert Public Schools to create a Google Apps for Education account that may be linked to other cloud-based applications.
- An email address (e.g:firstname.lastname@5565.ca) will be provided to use for school purposes. This address is what gives me secured access to cloud-based applications and Google services.

Student Acceptable Use of Technology Agreement (Grades 7 - 12)

School _____ Student ID# _____

Student Name _____ Grade _____

Student Section

I have read the Acceptable Use of Technology Agreement. I agree to follow the rules and expectations contained in this agreement. I understand that if I violate the agreement, my account can be terminated and I may face other disciplinary measures. I understand that my computer and network use may be monitored at any time.

Student Signature

Date

Parent Endorsement (Grades 7 – 12)

I have reviewed this document and each paragraph with my child. I have discussed the importance of this agreement with my child.

I understand that computer access is for educational purposes. I will instruct my child regarding acceptable use, including that which is set forth in the Acceptable Use of Technology Agreement. I will emphasize to my child the importance of following the rules for personal safety.

I understand that my child’s computer and network use may be monitored at any time.

I understand that some materials on the Internet may be objectionable, and that my child may manage to access those materials despite efforts of the District and its staff. I hereby release St. Albert Public Schools and its personnel from any and all claims and damages arising from my child’s use of, or inability to use, the St. Albert Public Schools’ computer systems.

I give permission to allow internet access for my child and certify that the information contained in this form is correct.

Parent/Guardian Name _____ Date _____

Parent Signature

Phone