

Administrative Procedure 140 – Appendix B

Student Responsible Technology Use

Responsible Use

- My child will follow all Division policies and administrative procedures regarding responsible use of technology.
- My child will take full responsibility for, and respectfully use, all IT resources and equipment available to them.
- My child will take responsibility for their actions when viewing and posting information and images online.
- My child will treat others with respect and use appropriate language and images when communicating with others.
- My child will only use IT resources and equipment for legal and appropriate activities.
- My child will abide by copyright laws and use correct citation of their information sources.
- My child will only use their own account and electronic data unless granted sharing permission by another user.
- My child will use IT equipment, bandwidth and file space responsibly.
- My child will keep their password confidential.
- My child understands they are responsible for any actions performed on the computer while they are logged on, therefore they will always log out when finished on the computer or when they are away from the workstation.

Safe Use

- My child will keep their personal information secure, including their age, address and phone number.
- My child will help maintain a safe computing environment by reporting any inappropriate material, security or network problems to a teacher, administrator or system administrator.
- My child and I understand the Division uses a web filter to safeguard students and staff from inappropriate content, but it is not possible to block all inappropriate content.
- My child will not further distribute inappropriate content.

Appropriate Use

- My child will obtain permission of the individual(s) involved and of a school staff member before photographing, videoing, publishing, sending or displaying their information online.
- My child will obtain permission from individual(s) when sharing commonly created electronic data.
- My child will use IT resources and equipment in a positive manner so as not to disturb system performance and to not breach security standards.

- My child will not use any EIPS IT resources for political lobbying, product advertising, personal profit or private business.
- My child will only download, save or install either full or portions of any software, music, movies and images in accordance with EIPS standards and copyright laws.

Reliable use

- My child understands teachers and technicians do their best to ensure the availability and reliability of EIPS IT resources; however, my child also understands IT resources may be unavailable at times due to extenuating circumstances.
- My child understands not all information on the internet is true and accurate; therefore, they will learn to assess the information they find.
- My child understands network administrators may review files and communications to maintain integrity of the system and to ensure responsible use.

Personally Owned Devices

- Individuals may use their own personal electronic devices on the (school suffix) schoolguest network. When using a personal mobile device, all the above conditions apply, in addition to the following:
 - My child realizes that by registering/using their personal device on the (school suffix) schoolguest network, the device can be monitored, and their computing activities can be traced back to them.
 - My child will only connect to the wireless network, and not the wired network or any other external network, even though other networks from the neighbourhood might be visible to them.
 - My child will ensure their personal device is equipped with current virus protection software if supported by the device.
 - My child will turn off all peer-to-peer sharing (music/video/gaming) software or web-hosting services on their device while connected to the (school suffix) schoolguest network.
 - During non-instructional times, students may use their personal electronic devices providing they adhere to these expectations.
 - My child understands the security, care, connectivity and maintenance of their device is their responsibility.
 - My child understands EIPS is not responsible for the loss, theft or damage of their device.
 - My child understands technical support for their personal electronic devices is their responsibility.