



## Acceptable Use of Technology Agreement Students and Parents/Guardians

The use of electronic devices is now a part of daily life for most students. These devices can help student learning and engage students in the classroom. Our school uses electronic devices such as computers, interactive whiteboards, tablets and other mobile devices in the classroom to enhance academic achievement and help motivate students. Through the use of the school's network, access to learning resources and applications (apps) help all students meet learning objectives.

To help protect all students, proper use guidelines and practices for these devices must be established, followed and monitored.

All parents/guardians must sign an *Acceptable Use of Technology Agreement* prior to students being permitted to use/access technology and online resources at school. The purpose of the agreement is to:

- Ensure students and parents/guardians are aware of the conditions under which students are permitted to use technology;
- Outline expectations and responsibilities of students and appropriate and inappropriate use of technology.

We ask parents and guardians to monitor use and to discuss these regulations and the proper use of technology with their children and we thank you for your support.

### Online / “Cloud Services”

Some online tools and apps are referred to as “cloud services”. This means that students will store saved work online. Using cloud services, or online resources, will allow students to work on projects outside of school time. Schools will provide each student a user name, password and email address. To gain access to online resources and applications, students will need to use the provided account, password, and email address. Online privacy is a top priority for our school and the Newfoundland and Labrador English School District (District) and we protect the online work of our students to the best of our ability.

### Safe and Caring Schools

All students are expected to abide by the school's Code of Conduct when using technology, accessing the Internet and interacting online.

### Internet Access and Filtering

All schools now provide Internet access for teaching and learning. The Internet contains a wealth of educational material for the classroom but can also contain material that is not appropriate. The District filters web sites believed to be inappropriate for students. The District cannot and does not guarantee that inappropriate material can be completely filtered.

### Email

Students will be assigned a gmail account for email purposes, e.g. [JDoe\\_s@nlesd.ca](mailto:JDoe_s@nlesd.ca). All student email addresses have the underscore ( \_ ) and 's' contained in them. For more information, go to the District's [E-mail Policy](#) and associated [Regulations](#).

### Social Media

The District recognizes that social media (e.g., Facebook, Twitter, MySpace, etc.) is a tool that can further enhance teaching and learning in our schools as well as communication between home and school and with the public. Students may have the opportunity to access various forms of social media at school. Further information will be provided at the school level.

For more information, go to the District's [Social Media Policy](#) and [Terms of Reference for Students](#).

### Portable Devices

The use of portable electronic devices (e.g., iPads, iPhones, laptop computers) is now part of daily life for most students. These devices promote student engagement, creativity and learning. Many schools now have sets of devices available for classroom use. Students may also be able to use their own portable electronic devices at school, in accordance with consistent, school-wide guidelines as determined by the school administration and staff. This *Acceptable Use of Technology Agreement* applies, whether a student is using a school-owned or personal device.

### Acceptable Use of Technology

- a. Technology, is to be used for educational activities and learning, and for other purposes as permitted by the school administration.
- b. The use of personal devices (e.g., student-owned iPads, cellular phones, laptop computers) during class time should be for educational purposes only, in accordance with consistent, school-wide guidelines and practices as determined by the school administration and staff. Please note that school trips are considered class time.
- c. Students must follow all District and school policies when using technology and treat others with respect at all times.
- d. Portable electronic devices are permitted in rooms where exams are being written, with the permission of the teacher. For instance, permission must be obtained to use a device as a calculator.
- e. In general, the use of personal devices is not permitted in K-6 classrooms, except in circumstances where their use is required to support the documented learning needs of individual students. The determination is made by the school administration, in consultation with appropriate staff.

The following is not permitted:

- Attempting to gain access to someone else's information or account without permission;
- Sharing or posting personally identifiable information (such as phone number and address) online;
- Meeting in person with anyone met online without parent awareness and permission;
- Breaking copyright or license use agreements; copying ideas, work or writings done by another person or source; and
- Engaging in activity which may be considered to be bullying or intimidation of others or engaging in activity which is disruptive to the school environment.

**Expectations**

Student users are expected to:

- a. Behave as they would in any other environment where they represent their school and/or the District. Students are to conduct themselves in a responsible, ethical and respectful manner in accordance with the standards of the District.
- b. Ensure their mobile device is charged before coming to school - there may be limited electrical outlets available;
- c. Ensure proper action is taken such as turning off ringers, so that a personal mobile device does not disrupt instructional time;
- d. Ensure that their device is always stored in a safe and secure place;
- e. Keep usernames and passwords private and respect the privacy of others;
- f. Use all technology responsibly and not abuse or deliberately damage equipment or networks;
- g. Be responsible for their own mobile devices. The school or District is not responsible if a personal device such as a cell phone or iPad is lost, stolen or damaged;
- h. Immediately report any safety or security problems, or any inappropriate or uncomfortable situations involving technology; and,
- i. Respect information/media obtained on the Internet by including references/citing the correct source.

**Monitoring and Access**

Staff may access district-provided student accounts and communications for assessment purposes, to maintain system integrity, and to ensure students are using the system responsibly and safely.

**Consequences**

Use of technology resources including networks, computers or mobile devices and the Internet is a privilege that can be restricted or denied at any time for misuse or abusive conduct. Students may be subject to disciplinary action for using technology in violation of district policies, up to and including suspension.

Failure to cooperate with the above will result in the application of an escalating scale of clear and consistent consequences.

- First Incident:
  - Student will be asked by the teacher to take the device to the main office. If a student attempts to deceive office staff by passing in an "alternate or fake device" an immediate one day suspension from school will result. Also, if a student does not come to the office as requested by the teacher the student will be sent home for a minimum of one day suspension.
  - An "Electronics Policy Infraction" slip will be given to the student. Upon return to class, the student will show the slip to the teacher to prove that the Office has possession of the device.
  - The device will be held for the remainder of the day and retrieved by the student after the 2:15 bell sounds.
- Subsequent infractions will require the student to take the device to the office and will require a parent to come to the school to pick up the device after 2:15.
- In addition, student participation in extracurricular activities (e.g. band, dances, sports, grad list, etc ...) may be affected by repeated electronic violations.
- In the event that an electronics device is used for academic fraud a parent will be contacted and the device will be confiscated, a grade of 0% will result.

The following is a summary of the escalating scale of Clear and Consistent Consequences for the Electronics Policy at Holy Trinity High School for the school year 2017 – 2018:

**Clear and Consistent Consequences: Electronics Policy**

	Incident 1	Incident 2	Incident 3	Incident 4+
Student	Brings electronics device to the Office.  Returns at 2:15 to pick up device.	Brings electronics device to the Office.	Brings electronics device to the Office.	Brings electronics device to the Office.
Parent	N/A	Parent picks up device after 2:15.	Parent picks up device after 2:15.	Parent contacted by Principal.
School Suspension	N/A	N/A	Possible suspension from extra-curricular activities.	Minimum 1 day

**Holy Trinity High School**

**TECHNOLOGY ACCEPTABLE USE AGREEMENT**

Please fill out the form below and return to your slot A teacher to receive your Network Username and Password.

**SCHOOL:** \_\_\_\_\_ **LEVEL:** ↖ K-3   ↖ 4-6   ↖ 7-9   ↖ 10-12

(Parents/Guardians will be required to complete an updated agreement for each school level (Primary K-3; Elementary 4-6; Intermediate 7-9; High School 10-12), or when attending a new school.

**PARENT/GUARDIAN**

I have reviewed the policies outlined in the Agreement and understand that my child will be responsible for following the guidelines when using electronic devices during school and class time. I have read and discussed the guidelines with him/her and s/he understands the expectations and consequences for not using technology in an acceptable manner. I understand that if I want to remove my consent for all or certain activities at any time I will need to contact the school principal.

(PLEASE CHECK ALL THAT APPLY)

- Local school network and online tools using school-owned desktop computers, laptops and mobile devices.
- Personal mobile devices.

**STUDENT NAME:** \_\_\_\_\_  
*PLEASE PRINT*

**PARENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STUDENT**

I understand and will follow the guidelines for use of electronic devices during school and class time. I understand that I could lose my technology privileges by breaking the Acceptable Use of Technology Agreement and, based on my school's Code of Conduct, disciplinary action may be taken.

**STUDENT NAME:** \_\_\_\_\_  
*PLEASE PRINT*

**GRADE:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*This information is collected for the purposes of ensuring parental consent is on file for electronic device use, technology use concerning Web 2.0 tools and computer applications and mobile devices. This information is collected under authority of the Schools Act, 1997. For further information, please contact the school principal.*

**Media Consent Form (Photography, Audio, Video and Media)**

Holy Trinity and the NL English School District may at times have students videotaped, photographed, recorded and/or interviewed in school-related activities or be invited to do so by the media. Student photos and artwork may be posted on the school or district website, around the school, newsletters, brochures, or advertisements.

Please indicate your wishes regarding your child's involvement in the promotional activities. Student names will not be used without express permission from the parent/guardian.

- Yes, I permit Holy Trinity High School / NLESD to reproduce images of my child.
- No, I do not permit Holy Trinity High School / NLESD to reproduce images of my child.

**STUDENT NAME:** \_\_\_\_\_  
*PLEASE PRINT*

**PARENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_