



Acceptable Use of Technology Agreement and Student Declaration

At Mountain Park School, we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the internet. We believe that all students, staff and parents must be good digital citizens by following standards of acceptable use when using either school-owned technology (software, hardware, and internet) or their own personal electronic device for school purposes while enrolled at Mountain Park School.

The declaration below outlines these standards of acceptable use. Once signed, it will act as an agreement between Mountain Park School and

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Student's name

Student's parent/guardian's name

This declaration must be reviewed and signed by both the student and their parent/guardian in order for any student to use a school computer or to use their own *personal electronic device* in school.

Section A: Student Declaration

I understand that having access to technology in school is a privilege. I understand that this privilege may be revoked if I fail to fulfill my responsibilities as a user of this technology and that many, but not all, of these responsibilities are outlined below.

- I will only use technology for educational purposes while in school, unless I have been granted permission by a teacher; and then I will only use the technology within the parameters or guidelines established by the teacher.
- I will always ask permission before recording anyone. This includes photographs, video and audio recording. I will never record anyone without their consent.
- When connected to the internet, I will never use my computer to reveal personal information such as my age, address or phone number, or those of other students or persons.
- I will take full responsibility for, and respectfully use, the technology available to me at school. I will use proper care if transporting, handling or operating any electronic device (computer, camera, etc.) while in school, whether it belongs to the school, another student, or myself.
- I understand that the CBE uses a content filter on its internet access, yet I know it is *possible* that I may encounter inappropriate material, which includes images or text that are pornographic, violent, obscene or offensive to others. I will immediately close the window on the screen that depicts this material. I will then inform my teacher.
- I understand that personnel from the CBE may have access to information about every web page I visit and file I create on school computer. I am aware that this information may be monitored and viewed by my teachers or other district personnel. I understand that this limits privacy as it pertains to the use of the technology that is assigned to me and the information that is stored on school-provided file storage spaces.
- I will respect copyright and will cite resources I use when necessary.
- I understand that my actions using the computer and accessing the internet reflect on me, my class and the school. I will conduct myself accordingly and exercise good judgment.
- I will not download or install any software, music, movies, or files of any nature unless I have been granted specific permission to do so by my teacher and the copyright holder grants permission.
- I will not share my password with **anyone**.
- I will always log out of the computer when finished using it. Any actions done on a computer when YOU are logged in are directly traceable to you.
- I will not access or use the account of another student or teacher.
- I will not create, use, display, or store any offensive, obscene, inflammatory or defamatory language or images. I will not use the technology in any way that negatively affects any other student or persons.

Section B: Students bringing their own *personal electronic device* to school

Students at this school may bring their own *personal electronic devices* which may be able to connect to the school wireless network. When at school, all of the above conditions apply to these student-owned, personal electronic devices, in addition to the following:

- I will only connect to the school wireless network, and NOT to the school's wired network, nor any other (external) wireless network.
- The device I am using will have virus protection software which is up-to-date.
- I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device while connected to the school wireless network.
- I will use the student owned device in class only with the teacher's expressed permission.
- I understand the security, care and maintenance of my device is my responsibility.
- I understand that the school is not responsible for the loss, theft or damage of my device.
- I understand that personnel from the school and District Technology may access my personal electronic device with parental consultation if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies.
- I understand that washrooms and change rooms are NO technology zones.

Section C: Student email

Students are provided with a username in order to access *Google Apps for Education* services (e-mail, on-line documents, etc.) for educational purposes. Student files (e.g. essays, presentations, etc.) are stored on Google servers off-site. Google Apps accounts and services are managed by CBE personnel.

- I understand that my first name and initial of surname will be used by CBE to create a Gmail education account. I will be given exclusive rights to this account. This email address will also give me access to Google Apps for Education.
- I understand that personnel from the CBE may access my Gmail and Google Apps account if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies.

Student Declaration

This is to certify that I (Please print student's name), _____, have read, do understand, and will abide by all the acceptable use requirements set forth in this agreement. I agree that if I fail to keep my commitment to doing those things listed above that I will have my school network and/or school computer privileges revoked either temporarily or permanently. I understand that there may be other disciplinary consequences if there has been a breach of school rules and a search of the computer reveals this breach.

Student Signature _____ Home Room: _____ Date _____

Parent Endorsement

This is to certify that I (Please print parent's name), _____, have reviewed this document with my child. I have discussed the importance of this agreement with my child and my child is clear that the consequences of not upholding their responsibilities will result in their technology privileges being withdrawn.

Parent Signature _____ Date _____

