



St. Edward's School Acceptable Use Policy

St. Edward's School is pleased to offer access to electronic devices and the Internet to the students. The purpose of this policy is to make students and parents aware of their responsibilities regarding the use of the Internet and school devices.

While enrolled at St. Edward's School, all students and parents must adhere to standards of acceptable use when using electronic devices. This expectation applies to electronic devices whether they are school-owned or personally-owned devices. **Responsible use extends beyond the school day to include all after hours, evening and weekend use.** As partners in a student's education, parents/guardians have a responsibility to support the School's Acceptable Use Policy and to enforce digital citizenship and acceptable use outside of school hours, to the greatest extent possible. Each item in this agreement must be initialed by the student and his/her parent/guardian to show that together they have reviewed each item and the student will abide by the rules and expectations laid out in this document.

Student Commitment:

As a student at St. Edward's School, I value having access to school-provided technology (including hardware, software and network access) to support my learning. I know that along with this privilege comes great responsibility. To demonstrate my commitment and understanding of the level of responsibility that is required, I have initialed each of the expectations and guidelines that follow. This document will be in force for the duration of my time at St. Edward's School and will be reviewed each school year.

	Personal Usage and Responsibilities	Student Initial	Parent Initial
1	I will treat others with respect when I use technology. I understand that my language and actions while using technology affect others. I will be accountable for my online behaviour in and out of school. I will not use my technology in a manner that is unlawful, unethical, unkind, or immoral.		
2	I will not send, respond to or share any messages or images that are mean, threatening, or in any way make me or others feel uncomfortable. It is not my fault if I get a message that is not appropriate. I will report any situations that resemble this behaviour immediately to a responsible adult.		
3	I will be open and honest with my parents/guardians and my school about my online friends and activities. Mutual trust and openness with parents/guardians and school staff are essential in ensuring proper usage at all times.		
4	I will store any personal technology in the place designated by my teacher during class time. I will only use my personal technology when permitted by the school. This includes during breaks, lunchtime, before and after school.		
5	I will not use electronic devices or digital accounts belonging to other students nor will I lend my electronic devices to other students. Each student is accountable for the activities that their own personal devices are used for, in addition to the activities in which they are personally engaged.		
6	I will remember that I need to balance technology use with other activities. I understand that limiting my use of electronic devices will allow me to pursue other activities and interests.		
7	I acknowledge that teachers (or administrators) have the authority to temporarily take my device if it is determined that it is not being used in a responsible, respectful manner that adheres to this agreement.		

	Privacy	Student Initial	Parent Initial
1	I have the responsibility to protect my personal information and that of my family and schoolmates. I will not do anything to jeopardize our safety and privacy. This includes not posting full names, school names, addresses, phone numbers, emails, or any information that would indicate specific people, times and places. It also means that I will not photograph or audio and/or video record teachers or students while at school or on school property without their expressed consent and in consultation with school staff.		
2	I am personally accountable for the technology that I bring and /or use at school and the passwords that I use to gain access to technology and applications. I will not share my technology or passwords with other students, nor will I use the technology and passwords of other students or staff members.		
3	I am aware and understand that my online activity while using devices and networks at school will be monitored by the staff. I will conduct myself appropriately at all times and recognize that any inappropriate activity may be used in a disciplinary action.		

4	<p>I recognize that by law my parents and school administration have the authority to access all information and applications used on all electronic devices that I use at the school. If St. Edward's School staff have reasonable grounds to believe that an electronic device contains evidence pertaining to a breach of the School's Student Code of Conduct and/or the School Behaviour Policy, it is the expectation that students make available to school administration the unaltered contents of the permanent and/or removable memory of their cellular phone or electronic device. Failure to make the contents available can be considered willful disobedience and is grounds for disciplinary action.</p>		
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	Content	Student Initial	Parent Initial
1	<p>I understand that some material online is protected and cannot be copied without permission. I understand that this material is owned by others and that they have the right to be protected.</p>		
2	<p>I understand that information found online may not be accurate and should always be verified using multiple trusted sources. I will be diligent and thorough when researching items online.</p>		
3	<p>I will only view material at school that I would feel comfortable viewing with my teacher or parents/guardians. I will tell a responsible adult immediately if I come across any information that makes me feel uncomfortable or that is inappropriate.</p>		
4	<p>I will not download or install software or hardware on school devices and will check with my parents before downloading or installing software or hardware on personal devices. I recognize that these actions may be harmful to the computer or portable device.</p>		

Consequences for Breaches of the Acceptable Use Agreement

Student devices are expected to be stored during instructional time, until permitted by the teacher. If digital devices are used without permission or outside of the expectations, school protocols regarding students' expected behaviour will be carried out under the direction of the Principal. Consequences will be based upon the frequency and severity of the infraction(s) and its impact on others.

Range of Consequences: The consequences will range from:

- A discussion with a member of the staff.
- To a formal interview with the principal.
- To the suspension of the right to access the computer network and electronic devices.
- To suspension /expulsion from school.

The parents will be contacted / informed as needed.

The Principal, after due process, decides what constitutes inappropriate use of technology.

Acceptable Use of Technology Student and Parent Declaration

Student Endorsement	Parent/Guardian Endorsement
<p>I have read, am aware of, 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 be subject to the consequences of breaching this policy as explained in this document which may include (but is not limited to) loss of technological privileges temporarily, or for the entire school year. I understand that there may be other disciplinary consequences if there has been a breach of school rules.</p>	<p>I have reviewed this document and have initialed each expectation with my child. I have discussed the importance of this agreement with my child. My child is aware of the expectations and responsibilities associated with the proper use and handling of school devices as well as the appropriate and ethical use of all technology as a student of St. Edward's School, both on and off school property. My child has been informed that the consequences of not upholding their responsibilities will result in their technology privileges being withdrawn and that there may be other disciplinary consequences.</p>
<p style="text-align: center;">Student Name and Grade (printed)</p> <p>_____</p>	<p style="text-align: center;">Parent/Caregiver Name (printed)</p> <p>_____</p>
<p style="text-align: center;">Student Signature</p> <p>_____</p>	<p style="text-align: center;">Parent/Caregiver Signature</p> <p>_____</p>

Date _____

NOTE: this policy was adapted from the Holy Spirit Catholic School Division in Lethbridge, Alberta