

ACCEPTABLE STUDENT AND STAFF USE OF INFORMATION AND COMMUNICATION TECHNOLOGY

Individual users of technology and electronic communication are responsible for their behaviour and communications over the network. It is expected that all users will employ Division standards and demonstrate lawful, ethical and responsible use of technology. While providing network access at school, teachers will supervise and guide students toward appropriate materials. The Division will strive to work with families to ensure that all students are utilizing the Internet in an ethical and responsible manner at all times.

Use of technology and electronic communication inside or outside of schools that degrades or defames others and is not in keeping with the mission of the Division is unacceptable. The Division expects that all users will respect the appropriate use of email, the Internet, digital cameras, cell phones (including phones equipped with digital cameras), and any other communication devices whether they are personal devices or devices provided by the Division. Failure to comply with the rules and procedures set out in this policy as well as the Student Code of Conduct (H-1) policy may result in temporary or permanent loss of access as well as other disciplinary action as necessary. Students will be responsible for their actions and are encouraged to report unauthorized or inappropriate use immediately to their teacher or school administration.

The Division reserves the right to monitor online activities by students and to access, review, copy, store or delete any electronic communication or files and disclose them to others so that the Division can administer and operate the Division networks; conduct investigations into violations of this or other policies; comply with Division duty, under provincial legislation, including the duty of the Division to provide a safe school environment, under the *Public Schools Act*.

All students and parents (where students are under 18 years of age) will be required to read and sign the Student Acceptable Use Agreement prior to having access to ICT at school or using personal mobile devices at school. Staff will be required to sign the Staff Acceptable Use Agreement in the same manner.

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