

NEW WESTMINSTER SECONDARY SCHOOL

STUDENT DISTRICT DIGITAL TECHNOLOGY USER AGREEMENT

The district is committed to ensuring that District digital technologies are used for educational purposes and that all users of such technologies are aware of their responsibilities for the acceptable use of these tools. Engaging in media and technology can promote learning, teaching and collaboration for students, staff, and parents. To gain access to the District Digital Technology, all students under the age of 19 must obtain parental permission and must sign and return this form to the their school. Students 19 and over may sign their own forms.

General Guidelines for Users:

1. District digital technology shall be used for educational and school-work related purposes.
 2. Users will be informed of their rights and responsibilities as outlined in this policy.
 3. User behavior online should reflect personal, classroom, and school community values. This means that the expected behavior of users is the same both in person and online.
 4. Users will conduct themselves in a courteous, ethical, legal and responsible manner while using these systems. All Board policies and administrative procedures, including those on harassment, equity, and proper conduct of employees and students apply to the use of digital technologies.
 5. Users are expected to demonstrate and show respect for themselves, peers, and other users they interact online and when posting and exchanging information online.
 6. District digital technologies shall not be used for illegal or inappropriate purposes. Inappropriate use of district digital technology includes, but is not limited to:
 - transmission of materials in violation of Canadian Law
 - transmission, storage or duplication of pornographic material
 - transmission or posting of threatening, offensive or obscene material
 - transmission or duplication of material in violation of copyright law
 - plagiarism of works found on the internet
 - transmission of known false or defamatory information about a person or organization
 - threatening or harassment of others
 - attempts at unauthorized access to data, servers, or external services
 - impersonation or use of someone else's account or identity online
 - attempts to vandalize district or external systems, including malicious attempts to destroy data of another user, via virus or other means
 - use of abusive, vulgar, profane, obscene, harassing or other inappropriate language
 - posting of mail, photos, and information without permission of the author;
 - sharing of passwords with others
 - revealing of another person's personal address, phone number, picture, or other data without personal or parental consent, as appropriate
 7. It is rare but possible to accidentally access inappropriate materials. Students are to immediately report such events to district staff and then return to appropriate materials.
 8. Users will promptly disclose to their teacher, or the appropriate school or district employee, any message they receive which is inappropriate or makes them feel uncomfortable.
 9. Users will install software on a District computer or computer system assigned for their use only where they are permitted to do so. Such software must be legally licensed.
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10. Student Guidelines

- a. Students under the age of 19 and their parent/guardian must sign a District Digital Technology User Agreement in order to access digital technology in Kindergarten, grade 6, grade 9 and/or year of entry into a New Westminster School. Students 19 and over may sign their own forms.
- b. Students under the age of 19 and their parent/guardian must sign a Media, Photo, and Video release consent form to allow schools/teachers to commemorate, document and/or promote learning and various sports and educational events.
- c. Students 19 and over may sign their own forms.
- d. Students under the age of 19 and their parent/guardian must sign a Digital Tools consent form before using digital tools and apps for education. Students 19 and over may sign their own forms.

11. Parent Guidelines

- a. Parents are encouraged to have frequent proactive discussions with their children around their use of digital technology, internet and social media applications.
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Name of Student: _____ School: _____

Grade: K 6 9 other _____

In order to gain access to our District Digital Technology students and parents must read and discuss the terms and conditions of use as outlined in our Digital Technology guidelines. Student and parents will need to sign this agreement and return it to the school

As a user of New Westminster School District's Digital Technology, I have read this agreement and I hereby agree to comply with the above stated guidelines.

Student Signature: _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access district digital technology. I understand that individuals will be held responsible for violations. I also understand that some materials on the Internet may be objectionable, but I accept shared responsibility with the school for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring digital technology.

Parent Signature: _____ Date (mm/dd/yyyy): _____