



## TECHNOLOGY ACCEPTABLE USE AGREEMENT

R. D. Parker Collegiate promotes academic, character and relationship development by providing students opportunities to access information, communication, and research sources throughout the world. Therefore, RDPC endorses the use of advanced technology to support student learning. In this document, technology includes, computers, devices, network connections, wireless access, Internet access, email accounts, installed software, file servers, storage devices, digital/video cameras, electronic laboratory devices, video tools, printers, electronic keyboards, interactive whiteboards/smartboards, external storage devices and any emergent technology.

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*Every student and parent/guardian must read in full, **sign and return this document prior to October 28** so that your division accounts and access continue to be available to you after October 28.*

### **Proper and Ethical Use**

All authorized users of SDML computers and associated technology must understand and practice proper ethical use. This includes using personally owned computers on the Division's wireless networks. The use of the Division's network system is a privilege, not a right, and the Division has the authority to determine inappropriate use. If you violate the Technology Acceptable Use Agreement, you may lose your user account and/or computer use privileges. In some cases, law enforcement could be involved. The Division reserves the right to update these procedures during the school year.

### **I am responsible for the following:**

#### *Acceptable Use*

- Division technology is for academic use only.
- Handle all Division-owned technology with care and respect the physical space surrounding Division computers.
- Students and their parents/guardians are financially liable for damages to Division-owned technology if the damage is caused by a student's misuse or neglect.
- Students may save and transmit files for educational purposes only. Each student will be allotted file server storage limited exclusively to academic files.
- The following technology-related actions/activities are **not allowed**:
  - Transmitting any material in violation of Division procedures and/or Canada's laws or regulations, including but not limited to, transmitting copyrighted material, threatening or obscene material, or material protected by trade secret.
  - Inappropriate use of technology or technology facilities.
  - Attempt to circumvent the firewall, content filter, or other security measures.
  - Use of file sharing (peer-to-peer) applications without Division approval is strictly prohibited.
  - Playing non-educational computer games (i.e. games without a curricular connection).
  - Downloading or otherwise installing software applications on Division-owned computers without prior consent from the Director of Technology.
  - Using Division computers for commercial activities or product.



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## Google Applications

- Students may use Google applications as learning tools throughout the year. Applications include, but are not limited to, Gmail for email communication, Google Drive for data storage, Google Apps for document creation, Google Calendar and Google Contacts.
- Google's data is not stored in Canada, therefore the data is subject to US laws. The Google Apps for Education Agreement between the Division and Google provides assurances that Google will not release any personal information unless it is required to do so by law, and only after they have made reasonable efforts to notify the user of the request and provide the Division with a chance to challenge the disclosure.
- By signing this agreement, parents/guardians and students are providing informed consent for the creation and use of the student's Division Google account.

## Monitoring

Division staff reserves the right to review material on user accounts as well as monitor internal or external file server space and Internet user history when necessary in order to determine whether inappropriate use has occurred.

## Network Etiquette

When communicating online, all users are expected to abide by the generally accepted rules of digital citizenship. These include, but are not limited to, the following:

- Be polite.** Use kind and positive language in all your communications.
- Be thoughtful.** Technology is a tool to support your learning. Contribute thoughtfully.
- Be safe.** Do not reveal personal information such as personal addresses or phone numbers.

### ***If inappropriate use occurs, you could:***

Lose your network and computer use privileges; this includes access to individual workstations, Division file servers, wireless networks, or Internet access;

Be subject to other school disciplinary actions, such as a parent conference or suspension. In some cases, law enforcement could be involved. The Division has taken reasonable precautions to limit inappropriate use and restrict access to offensive and questionable material and uses. However, due to the nature of technology and the Internet, absolute control of all on-line activities is impossible. ***The ultimate responsibility for appropriately using technology rests in the hands of the user. The Division cannot be held liable for unacceptable use.***

Student's First and Last Name	Student's Signature
Date	