



'Acceptable Use Policy' for Digital Communications & Technologies at SHSDELTA (Grades 5-7)

Sacred Heart School (SHSDELTA) provides a range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by SHSDELTA teachers and administrators, and to demonstrate good citizenship and ethical behaviour at all times. Students will read and discuss this document with their teacher at the start of each school year and will be required to sign this document during their computer classes.

***Warning:** Sacred Heart School uses a filtering system to track and monitor all computer and Internet use on the SHSDELTA network. The system is also designed to prevent access to educationally inappropriate sites. SHSDELTA educators can request that a specific site be blocked or unblocked at any time. However, it is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.*

Student Agreement

By signing this Acceptable Use Policy, Students acknowledge the following rules and conditions:

I understand that the use of the school network and email is a privilege, not a right. I understand that student email accounts and associated online accounts are owned by SHSDELTA and are not private. SHSDELTA has the right to access my information at any time. I understand that SHSDELTA administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement. I will use technology in a manner that complies with laws of Canada and the province of British Columbia. I understand that I am to notify an adult immediately if I encounter material that violates appropriate use.

1. I AM RESPONSIBLE FOR MY EMAIL ACCOUNT AND RELATED ONLINE ACCOUNTS. I understand that passwords are private and that I should not share my password with anyone except my parents/guardians or my teachers. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that it is important to log off the computer at the end of every session so another user cannot use my password. If I suspect that someone knows my password, I will tell the teacher and ask that the password be changed.

2. I AM RESPONSIBLE FOR MY LANGUAGE. I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators



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- 3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviours while in school or out of school.
- 4. I AM RESPONSIBLE FOR THE CONTENT THAT I ACCESS ONLINE.** I will use SHSDELTA computer resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any SHSDELTA computer resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the SHSDELTA network for illegal or commercial activities is prohibited.
- 5. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES.** I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
- 6. I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE.** I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
- 7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE SHSDELTA NETWORK.** I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
- 8. I AM RESPONSIBLE FOR PROTECTING SHSDELTA PROPERTY.** I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives). I understand that I am not permitted to use a cellular phone at school from 8:40am to 3:20pm and will store any mobile devices in my school bag.
- 9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE.** I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.
- 10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ANYTHING ONLINE.** I will follow all guidelines set forth by SHSDELTA and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number or school. I will not post photos of students with their first and last names on any online site, including but not limited to: blogs, wikis, and discussions forums.



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Student First Name : _____ Last Name: _____

I have read and understand the Acceptable Use Policy for Sacred Heart School. I will use SHS technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action. I also understand that the Delta Police will get involved if I break the law.

Class: _____

Date: _____

Signature: _____