



Willow Park School

Honourable Use of Technology Agreement and Declaration

At Willow Park School, we believe that technology can be a powerful tool to enhance learning, allowing students to access, work with, and communicate knowledge and information. While there can be hazards associated with the use of technology, we believe that the benefits far outweigh these hazards. We try to ensure the safe and appropriate use of technology and the Internet. To support this, we believe that all students, staff and parents must commit to, and follow established standards of acceptable and ethical use when using technology or accessing the Internet.

The declaration below outlines the standards of appropriate and ethical use. Once signed, it will act as an agreement between Willow Park School and

_____ and _____
 (Student's Name) (Parent's Name)

This declaration must be reviewed and completed in order for any student to be assigned and / or use wired or wireless technology, whether owned by the school or for personal property used at school.

Student Declaration

As a student at Willow Park School, I value being able to use various forms of technology as tools for learning. I know that along with this privilege goes 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 listed below. (Note: Each item must be initialed by the student and his/her parent to show that together they have reviewed each item and the student will abide by the rules and expectations laid out for technology use.)

Student's Initials	Parent's Initials	
		I understand that having access and use of technology for learning is a privilege. I understand that this privilege may be revoked if I fail to fulfill my responsibilities as a user of this technology and that many, but not all, of these responsibilities are outlined below.
		I will only use any technology owned by the Calgary Board of Education for educational purposes within the guidelines established by the teacher.
		I will only use personal technology at school for educational purposes. I understand that texting, making calls (telephone or VOIP – Voice Over Internet Protocol), or visiting social networking sites is strictly prohibited, without staff consent.
		When connected to the Internet, I will <u>never</u> reveal personal information such as my age, address or phone number, or those of other students or persons, nor will I provide information that could indirectly be used to identify individuals.

		I will take full responsibility for and respect technology. This means that I will use proper care when transporting, handling or operating technology. I will not touch or interfere with another person's use of equipment, and will treat all equipment, regardless of whether it is owned by the school or by someone else, with respect and care.
		I will personally accept responsibility for all web pages and other materials I access, download, view and/or produce and know they should be appropriate for school use at all times. I will respect the restrictions and rules placed upon what I may or may not access or download or produce. Gaming, social media and other programs may not be downloaded onto personal devices while at school.
		I understand that the Calgary Board of Education uses a content filter on its internet access, yet I know it is possible that I may encounter inappropriate material, which includes images or text that are pornographic, violent, obscene or offensive to others. I will immediately close the window on the screen that depicts this material. I will then inform my teacher and my parents. This expectation is in place regardless of whether the equipment is CBE-owned or personal technology.
		I will not access unfiltered internet sites by means of school or personal technology. Attempts to by-pass or circumvent the CBE filters will result in disciplinary consequences and possible removal from the network.
		I understand that technology assigned to me or used by me 'logs' my activity. This means that personnel from the school and the Calgary Board of Education have access to information about every web page I visit and file I create. I am aware that this information may be monitored and viewed by school staff. I understand that this limits privacy as it pertains to the use of technology.
		I understand that in order to ensure safety or security of technology items, I may be asked to turn personal technology over to school staff for examination. I do not have the right to refuse to hand items to authorized school staff, and may not make an item inoperable by removing batteries or memory cards. When an item is confiscated, it may be turned over to parents or other authorities. If passwords are required to access information from a personal device, they will be provided.
		I know that information located on the Internet is often inaccurate or incomplete. When accessing resources I will try to evaluate the validity of materials I access. I will respect copyright (not claim other people's work as my own) and will cite resources (name the creator of material) I use when appropriate.
		I understand that my actions using the computer and accessing the Internet reflect on my class, the school and me. I will conduct myself accordingly and exercise good judgment. I will also comply with all the policies and rules pertaining to the use of technology, which the school has established or may establish in the future.
		I will not download or install any software, music, movies, or files on school-owned equipment unless I have been granted permission to do so by school staff.

		I will not share any passwords or access codes associated with my use of school equipment with anyone except with my teacher or parents when requested. I will also not use the account of another student or teacher.
		I will only customize or personalize my computer and its desktop within the guidelines established by the school. Therefore, I will not alter or change any settings or preferences unless directed to do so by a teacher, and then will follow the guidelines or restrictions set.
		I will maintain the integrity of all technology by protecting it from potentially damaging messages, physical abuse, or computer viruses.
		I will not create, use, display, or store any offensive, obscene, inflammatory or defamatory language or images. I will not use the technology in anyway that negatively affects any other student or staff member. This includes posting information to social media sites.
		I understand that the school cannot be held responsible for loss, damage to or theft of electronic devices and that they cannot be expected to provide technical support for their use.

This is to certify that I, _____, have
Student's name (printed)
read, understand, 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 have my school network and/or technology privileges revoked either temporarily or permanently.

_____ CBE Student Number _____ HR _____
Student's Signature

Parent Endorsement

I have reviewed this document and each paragraph initialed, with my child. I have discussed the importance of this agreement with my child. My child understands the expectations and responsibilities associated with the proper care and appropriate and ethical use of technology at Willow Park School. My child is clear that the consequences of not upholding their responsibilities will result in technology privileges being withdrawn.

Parent/Guardian Signature Date