For the Use of Computers, Internet, Gmail, G Suite, Personal Devices and Internet Applications

Technology provides students with unique and powerful ways to enhance their learning. Chinook's Edge School Division supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer students access to computer networks so that they can use Division supplied technology or bring in their own personal devices to school.

It is one of the technology goals of Chinook's Edge School Division to ensure that student's interactions with the use of technology contribute positively to the learning environment both at school and in the community. Negative use of technology that degrades or defames members of our communities, or the Division, is unacceptable. Chinook's Edge School Division also recognizes that students have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Responsible Use Terms and Conditions Document.

Access to the Chinook's Edge School Division network is a privilege not a right. The use of technology whether owned by the Division or devices supplied by the student entails personal responsibility. It is expected that students will comply with Division standards, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, school, and Division. Failure to comply with such terms and conditions may result in permanent or temporary loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to school administration.

With the increased usage of free educational applications on the Internet, digital storage areas, containing less sensitive student information, may or may not be located on property of the school Division. In some cases, data will not be stored on Canadian servers. Therefore, students should not expect that files and communication are private. Network Administrators may review files and communications to maintain system integrity and to ensure responsible use. Chinook's Edge also has a private and secure system for sensitive school records which will be managed by Division Technology Services Staff.

Definitions

- **Network** refers to wired and wireless technology networks including school networks, cellular networks, commercial, community or home based wireless networks accessible to students on property.
- **Student / staff owned (supplied) mobile devices** refers to cellular phones, PDAs, MP3 players, iPod type devices, and portable computers such as laptops , notebooks, tablets and netbooks as well as portable storage devices.

Terms and Conditions

Students/ staff will use technology in a responsible manner by:
- Using technology for legal and appropriate activities and by abiding by the copyright laws.
- Using technology in ways, which treat others and themselves with respect and follow school policies and behavior standards of the school and Chinook's Edge School Division.
- Using the equipment and network in a positive manner so that it does not disturb the system performance and does not breach security standards.
- Respecting the rights of others by obtaining consent from the individual and a school staff member before photographing individual's pictures, publishing, sending or displaying private or personal information.
- Only using their own account and electronic data unless they are granted sharing permission by other users.
- Using bandwidth, file storage, and printers responsibly for educational purposes.
- Keeping their own personal data secure such as addresses, telephone numbers, age, school, last names etc.
- By realizing that data is not always private and that their data could be stored on other servers throughout the world (Gmail, G Suite, and other web applications).
- Realizing that Chinook's Edge School Division will monitor, flag and review inappropriate use of technology as deemed necessary.
- Reporting security or network problems to a teacher, administrator, or system administrator.
- Having the site Administrator install any needed software on Division owned technology.

Use of Personal Devices in Schools - Students / staff understand that:
- A student/staff-owned device which is registered at the school may have a client application placed on the device. This will allow the student to have more bandwidth privileges and educational access than non-registered students. It will also allow the user's activities through the school's network to be traced back to the student, if there is any reason to believe that the privilege is

being abused. School Administration and Division Technology staff may search the student's memory device if they feel school rules have been violated which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.

- Students/staff need to connect to the school's network and NOT to the networks of the neighbors surrounding the school.
- If students/staff choose to use a device that is not registered, they are responsible for making sure that the virus protection is up-to-date. Students/staff will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on their device while connected to the school guest network.
- Students will use the student owned device in class only with the teacher's expressed permission.
- Students/staff understand the security, care and maintenance of their device is their sole responsibility. They will securely store and charge their device when not in use.
- Students will not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, netbook, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member, and those they are recording.

Use of Public Internet Tools
- Technology provides an abundance of opportunities for students/staff to use interactive tools and sites on public websites that benefit learning, communication and social interaction. The Division does not control these public sites and does not manage the information posted by their users; therefore, does not accept responsibility for their content. Personal information could be used for commercial purposes and information stored there could be lost. Users need to ensure that they protect their personal information.
- Students/staff may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s).
- From time to time teachers may recommend and use public interactive sites that to the best of their knowledge are legitimate and safe. As the site is "public" and the teacher (School and Division) is not in control of it, students and parents must use their discretion when using, accessing information, storing, and displaying student's work on the site.

Security and Supervision
- The Division does provide content filtering controls for student access to the Internet using the Division's network as well as reasonable adult supervision, but at times inappropriate, objectionable and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent Division technology security and supervision.
- Students using mobile and cellular devices on networks other than the Division's network are subject to the rights and responsibilities outlined in this document and are accountable for their use.

Student Email
All Chinook's Edge students are given a Gmail and Google Workspace account. The information being stored by this web tool as well as other CESD approved third party applications might not reside on Canadian servers. Students must use email, web tools and the Internet while at school according to the terms and conditions outlined in this Responsible Use document.

All students, parents and staff are provided with this Responsible Use Terms and Conditions Document in student agendas or handbooks and in all staff handbooks. All users understand that the use of this electronic information resource is for educational purposes. They recognize the Division has initiated reasonable safeguards to filter and monitor inappropriate materials. They understand that while the Division has also taken steps to restrict user access on the Internet to inappropriate information and sites, it is impossible to restrict access to all controversial materials. Any user who does not abide by the rules of appropriate use understands that consequences will be instated. Users will not hold Chinook's Edge School Division responsible for materials they acquire on the Internet. Users are required to read the Technology Use Document at the start of each school year (or upon enroling in Chinook's Edge) and adhere to all requirements in the document. Staff is required to read the document upon commencing employment with Chinook's Edge School Division and adhere to all requirements in the document.

Updated: 2020 November