

# Covenant Keepers Charter School

## Acceptable Use Policy for Technology – Grades 6 to 8

At Covenant Keepers Charter School, we use a wide variety of technologies to support teaching, learning, and communication. **Technology includes, but is not limited to, computing devices (e.g. desktops, laptops, ultrabooks, routers, printers), mobile devices (e.g. cellphones, smartphones, tablets, handheld video game devices, audio/video players), and media capture devices (e.g. digital cameras/camcorders, audio recorders).** Students, teachers, and staff are expected to use these resources in a responsible, ethical, and legal manner. The use of technology is for educational purposes such as communication, content creation, multimedia creation, and information storage/sharing.

The Acceptable Use Policy (AUP) for Technology is provided to ensure the safety of our students and to create a culture of learning, trust and shared responsibility. These guidelines outline effective and appropriate use of all available technology, information resources, and social media<sup>1</sup> applications. Access to these resources is a privilege; students may have access to these resources once the AUP has been signed by the student and parent/guardian, and returned to the school. Please review and discuss the following responsibilities with your son/daughter/ward.

### TECHNOLOGY ETIQUETTE

#### **I agree to be a responsible digital citizen.**

o I will be aware of everything that I write, post, or repost online. I will not write or link to anything that would reflect poorly on myself, friends, parents, or teachers at Covenant Keepers Charter School (CKCS). What I contribute on social media leaves a digital footprint.

o I will utilize my language skills in a proper and compelling way. My statements will be well-written and use proper grammar, capitalization, and punctuation. When editing someone's work, I will be sure it is in the spirit of improving their work.

o I will remember to cite/link an external source, regardless of what it is (e.g. text, document, website, video, picture, etc.) or where it came from; I will not plagiarize.

Even though it is recommended to support thoughts and ideas with content from other sources, it is important to view the entire resource prior to citing/linking to ensure that all information is appropriate to a school setting.

<sup>1</sup> Social media is defined as an Internet-based community where members post information and media pertaining to themselves and have the opportunity to find and interact with other members, particularly those with shared real-life interests or experiences. Examples include, but are not limited to, sites such as Facebook, Snapchat, Instagram, Twitter, Flickr, YouTube, Vimeo, Pinterest, and Wikipedia.

o I may disagree with someone else's opinion; however, I will go about it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

o I will not steal and/or misuse someone's identity (e.g. use another person's email account).

o I will not read, delete, erase or modify another person's files.

**I agree to be safe online.**

o I will not reveal personal information about myself or others (e.g. name, home address, telephone number, birthdates, passwords, etc.).

o I will set and maintain strict privacy settings on social media websites and applications to prevent access by strangers.

o I will not respond to any messages that are objectionable or make me feel uncomfortable. I will reject any request to get together with someone that I "meet" online. I will inform a teacher or staff member immediately if I come across such messages.

**I agree to use digital media in appropriate and effective ways.**

o I will ensure that all digital media (e.g. text, pictures, video, audio, etc.) that I post or repost is appropriate. I will monitor my content regularly and remove anything that is inappropriate. I will also ask others to remove any inappropriate content related to me.

o I will not take, use, publish, or share digital media of people without their expressed consent.

o I will not download, access, possess, or share offensive, illicit, pornographic, sexually explicit or suggestive material.

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I agree to treat all technology and everyone on our network with respect.

- o I will use the school's network as a privilege, not a right.
- o I will not attempt to circumvent the school's Internet filter or firewall.
- o I will not use peer-to-peer file sharing programs (e.g. uTorrent, BitTorrent).
- o I will not attach (either directly or using a hotspot creator) any non-school device to the school's network unless permitted by a PC Information Technology (IT) staff member.
- o I will not to use external data connections on my school laptop via the use of "Internet sticks" or Smartphone tethering.
- o I will be transparent and authentic. I will work only in the account assigned to me and take responsibility for the activity in said account. I will use my real name in all activities associated with these resources.
- o I will not show my network password or any school group/global password to anyone but a PC IT staff member, teacher, or administrator.
- o I will not install software on any Covenant Keepers Charter School computer without the permission of the teacher or IT staff.

### **ILLEGAL ACTIVITIES**

**I agree to use always use technology and digital media in a legal and ethical manner.**

- o I will respect all copyright and fair use guidelines. I will use all media resources (e.g. text, pictures, video, audio) and software under the terms and conditions specified by the creator/owner.
- o I have the right to download and upload public domain resources or resources where the author has provided express consent for online distribution. In other cases, I will obtain permission to use the resource/software.
- o I will not copy commercial software from the Internet in violation of copyright laws, and I will not install "pirated" software on my school computer. I also agree not to duplicate copyrighted software from the school's computers.

o I will not use the network for any illegal activities. I will also not use the network for financial or commercial gain unless authorized by the school administration.

o I will not degrade or disrupt school equipment or interfere with its operation; this includes the importation or creation of computer viruses and attempts to change the configuration of any software on the school network.

o I will not to use the school's technology to create, print, or distribute material that is inappropriate, malicious, or wasteful.

o I understand that email, online chatting and postings on social networks are not guaranteed to be private. I understand that messages relating to, or in the support of, illegal and inappropriate activities will be reported to the administration. I understand that actions that occur outside of the Covenant Keepers Charter School network can still have consequences outlined in this policy and the PC Student Code of Conduct.

## **APPROPRIATE AND INAPPROPRIATE USE**

### **I agree to use technology in class for educational purposes only.**

o I will not use personal electronic devices (e.g. smartphone, non-school laptop, tablet) during school hours (8:30 a.m. to 4:30 p.m.).

o If a teacher has authorized its use during curricular or co-curricular time, then I am free to use it in the capacity that the teacher designates.

o I will not play computer games or download non-educational files during class time or other supervised academic time.

o I understand that the device will be removed if I violate these rules and returned only at the end of co-curricular time that day.

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### **I agree to be mindful of my effect on other students and staff.**

o I will avoid any hostile, obscene, profane, abusive, insulting, threatening, harassing, intimidating, inflammatory, defamatory or discriminatory speech in any communication medium. Such activity may be considered bullying/cyberbullying<sup>2</sup> and will not be tolerated at Covenant Keepers Charter School.

I will alert school staff if I see other students being treated in any of these ways.

I understand that incidents involving these issues, even if they occur off-campus, may have consequences as outlined in this policy and the Code of Conduct Agreement.

o I will turn the sound off on my device (except when it is being used as part of a class) and will use earphones if allowed by the classroom teacher.

o I will not unnecessarily burden the system by sending or forwarding messages that are inappropriate or annoying.

o I will not print excessively.

o I agree that, at all times, I will use school technologies in compliance with all other school policies, whether during school hours or otherwise. Such policies include without limitation, the Code of Conduct Agreement, Bullying Prevention and Intervention Policy, and Harassment Policy.

To keep the system safe and accessible for everyone, I agree to notify a teacher or IT staff member if I observe or have knowledge of violations of these guidelines.

Covenant Keepers Charter School reserves the right to address abusive or disrespectful behaviour, or other violations of the policies outlined in this document by limiting, restricting or cancelling computing privileges and access to its information resources. Depending on the violation, the offending user may also be subject to further disciplinary action under the guidelines established in the Parent and Student Handbook. Severe or repeated violations may result in suspension or expulsion from school.

All violations will be brought to the attention of an administrator; serious violations will be brought to the attention of the Assistant Head, Academics. Conditions for reinstatement of privileges will be determined and reviewed by the administration.

<sup>2</sup> Cyberbullying is a form of bullying that makes use of information and communication technologies, such as email, text messages, instant messaging, and/or social networking sites to support deliberate, hostile, and/or exclusionary behaviour by an individual or group which is intended or perceived to harm others. For more detail information, please see the Bullying Prevention and Intervention Policy.

Note: All information and communication technologies accessible on Covenant Keepers Charter School's network should not be regarded as private. ***It is important to understand that the school's administration and/or the Information Technology Department also reserve the right to inspect private computer files, school email accounts and to monitor Internet activities at any time in its sole discretion or if it has reason to believe that any violation of these guidelines or any other school guidelines may be occurring.*** If, despite the above listed guidelines, a student or parent is unclear as to what constitutes permissible behaviour, he/she should ask a member of the Information Technology Department or the Assistant Head, Academics for an explanation or clarification.

Despite all reasonable efforts, Covenant Keepers Charter School makes no warranties of any kind, whether expressed or implied, for the monitoring of school technologies to ensure that our network services will be free of inappropriate or offensive content. Use of any information obtained via the Internet is at the student's own risk. Covenant Keepers Charter School is not responsible for the accuracy or quality of information obtained through its network services.

Covenant Keepers Charter School is also not responsible for the theft, loss or damage to technology brought to school by a student; regardless, we will make all reasonable efforts to aid your child in the event this occurs.