



Prairie Sky School IT Responsible Use Agreement

The guidelines below apply to any and all digital devices students may be using in school. Including: smartphones, mp3 players, computers, tablets, etc.

Technology Use Guidelines

Prairie Sky School uses Information Technology as tools and services to actualize our Vision and Purpose and to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. To ensure these resources are always available, it is imperative that all members of the learning community use technology in a manner consistent with PSS Vision and Purpose.

Access to the school wireless network/internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual technology users understand responsible use. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

I. Technology Maintenance

Each user is responsible for his/her own use of technology and should treat and use technology appropriately. Computers and computer accessories are sophisticated devices that require care and gentle treatment to function properly (i.e. if a device is mistreated it will likely run poorly or malfunction.)

A. Externally

- Users are responsible at all times for taking care of their own equipment including school laptops, chargers, and any other school issued devices and are strongly cautioned about leaving them unsupervised.
- Users are responsible for taking care of audio/visual equipment when in their possession.
- Users are responsible for using laptops/tablets only on tables free of food and drink.
- Users are cautioned about how they utilize their equipment during daily activities like eating, drinking, walking and traveling.

B. Internally

- All attempts should be made for keeping an organized desktop and file management system.
- Students should make regular backups of their school-work.
- Students should strive to maintain appropriate bandwidth for school-related work and communication.

C. Damage

- Each technology user must be responsible for keeping their laptop in working order.
- When not provided by the school, users are strongly advised to purchase an appropriately designed protective bag and/or hard shell case for the device to protect it from damage.

II. Ethical use of Technology

Students may use digital devices in supervised areas deemed appropriate by school teachers or administration.

A. Software

In order to maintain the functioning of the school's network, and to minimize PSS staff time on unnecessary repairs, technology users may not install software on PSS devices without appropriate authorization.

B. Internet

As a Vision and Purpose driven school, the Internet should be used to promote the instructional vision and purpose of PSS. The following activities show responsible use of the Internet:

- Researching
- Communicating
- Web-based learning applications
- Responsible social networking
- Educational learning networks

The following activities demonstrate responsible use if part of an assigned activity:

- Listening to music
- Watching movies or videos
- Instant messaging, chatting, or social networking
- Educational use of online games
- Downloading media from the Internet

Unacceptable Use:

- Online or apps gaming and downloading music/videos/software from the Internet unless explicitly instructed to do so by the teacher.
- The Internet provides access to information (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, etc.) that is inconsistent with PSS Vision and Purpose. Users may not access, store, share, or display such information.
- Any malicious attempt to harm or destroy school technology equipment or materials, the data of another user, or any of the institutions, or other networks that are connected to the Internet is prohibited.

C. Communication Tools

- Each teacher will follow PSS IT Policy and have procedures in practice regarding the use of technology in their classrooms. These will include both handheld devices (smart-phones,

iPods, iPads, etc.) and school computers. These policies and procedures must be respected at all times.

- The primary purpose of PSS (Google) Mail is for school related communication that serves the teaching and learning at PSS.
- Students may not send an email to (or 'spam') a class, an entire grade level, or any group within the school. Such communications should be processed through a faculty member and/or posted in school newsletters, curriculum updates, or Admin emails.
- The primary purpose of PSS Google Docs is for school related sharing and collaboration that serves the teaching and learning at PSS.
- Students may not share a document with a class, an entire grade level, or any group within the school without the express permission of a faculty member.
- Students may use age appropriate social networks to communicate responsibly with peers.

D. Monitored Use:

E-mail and other uses of electronic communication systems by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use of educational or administrative purposes.

III. Digital Citizenship

The way we use technology tools to communicate information has a powerful effect on our learning community. Responsible use will lead to better, more effective learning while irresponsible use will diminish it. A strong respect for the principles of digital citizenship is essential for us to live our Vision and Purpose at PSS.

A. Digital Rights and Responsibilities

- All digital communication should include the sender's name.
- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Reading, deleting, copying, or modifying any electronic documents of other users is prohibited.
- All research used in academic work must be properly cited, including information from the Internet. (See PSS Academic Integrity Policy.)
- There should be no copyright law violations with regard to software or Internet-based information. Copyright information is available in the library. (See PSS Academic Integrity Policy.)

B. Privacy & Security

- In order to respect the privacy of community members, technology users may not use another person's ID or password.
- Accessing other people's accounts in any form, is not allowed.

C. Digital Etiquette

- Any online communication should be something you would say in person: this includes emails, instant messages, digital images/videos, or web postings. (See PSS Ethical Way of Being Policy and PSS Peace Policy.)
- Use networks responsibly; only use those networks which you have legal access to.

- Be aware that anything posted on the Internet is permanent.

D. Communication

- Derogatory, obscene, or otherwise inappropriate email exchanges, instant messages, digital images, or web postings are considered cyberbullying and are prohibited. (See PSS Ethical Way of Being Policy and PSS Peace Policy)
- Any form of cyber-bullying will have serious consequences. (See PSS Peace Policy, PSS Suspension Policy, and PSS Expulsion Policy.)

IV: Consequences

- Deliberate attempts to violate this PSS IT Responsible Use Agreement, compromise, degrade, or disrupt system performance may result in restricted use of digital devices at school or other appropriate consequences. (See PSS Peace Policy, PSS Suspension Policy, and PSS Expulsion Policy.)
- PSS may limit, suspend or revoke a student's access to the school's technology systems or the network upon violation of the IT Responsible Use Agreement.
- Independent access to the Internet is a privilege, not a right, and may be granted to a student when deemed appropriate by a faculty member. Access entails responsibility.
- Students will be responsible for their actions on the Internet and will be held accountable according to the PSS Ethical Way of Being Policy and PSS Peace Policy and the laws of Canada. PSS will assume no liability in the case of illegal activity on the part of a student.

V: Disciplinary Action

- First violation will result in loss of Internet access for period of time, a serious conversation about expectations and personal responsibility, and possible suspension from school.
- A second violation will mean additional disciplinary action. Depending on the severity of the violation, this may result in permanent loss of access to the Internet and devices, as well as suspension from school, in accordance with the PSS Suspension Policy.
- Students and their families will be liable for any financial damages resulting from misuse of devices or the Internet at PSS. When applicable, the police may be involved.
- PSS may limit, suspend or revoke a student's access to the school's technology systems upon violation of the Responsible Use Agreement.

Google for Education Privacy

PSS values the personal information for which we are responsible. The PSS FOIP (Freedom of Information and Protection of Privacy) Declaration will outline the purposes for school use of any personal information. Before students begin using Google for Education, the declaration should be read on the Parent Protected Page of our website.* PSS has extensively reviewed Google Apps for Education's privacy policies and security measures and are satisfied that it protects the privacy of users (staff and students) as they use these tools.

<https://www.google.com/edu/trust/> , <https://support.google.com/work/answer/6056650?hl=en>

* This declaration is currently being reviewed by the PSS Board of Directors, we will inform you when it is online before Google for Education is made available to students.

I have read, understood and agree with the terms of this policy:

Student's Signature: _____ Date: _____

I have read, understood and agree with the terms of this policy. I consent to having my child access and utilise the chosen Information Technologies (internet, software, hardware) by Prairie Sky School, including having an individual Google for Education account which will be monitored by PSS staff.

Parent/Guardian's Signature: _____ Date: _____