

Responsible Use of Technology Resources Protocol Students

PURPOSE

Sturgeon Public School Division provides students with technology resources that support learning. Technology resources refers to all resources on the network of Sturgeon Public Schools including, but not limited to, Internet access, email accounts, installed software, personal file storage areas, and all hardware attached to the network.

PRINCIPLES OF USE

- All technology resources are intended for educational use.
- As the owner of all technology resources, Sturgeon Public Schools retains the right to monitor their use.
- The use of technology resources is subject to all policies and procedures of both the Division and individual schools/sites related to technology, property, or conduct.

CONDITIONS OF USE

- Students shall use technology resources for appropriate educational purposes only.
- Students over 13 years of age are allowed to consider the responsible and ethical use of Artificial Intelligence (AI) tools for support in their learning and education. This can only be done if the following is agreed to and completed:
 - Teachers have discussed appropriate and responsible use of AI in learning and education with the student.
 - Parents are fully aware of which tool(s) will be used and how each is used.
 - During use, the student will ensure that no student or school identifying information is uploaded into any AI tool. Identifying information may include the name of any student, teacher, school, or the Division.
 - The use of AI is acknowledged or credited in any work the student submits. Submitting work supported by AI without acknowledging its use will be considered academic misconduct.

- AI is used in a manner that upholds a commitment to privacy, safety, and ethical standards, demonstrating the importance of digital citizenship and thoughtful application of technology.
- Students may not access any type of social media while at school during instructional hours. Further, they may not access any type of social media at any time while on a school device, or connected to the school network.
- Students who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member.
- Students will use their assigned login only in the manner intended. This includes accessing only network resources assigned to their login. Students will not use another person's files, output, or credentials.
- Students are responsible for the security access (login and password) to their network resources and will not share their credentials with anyone.
- Access to technology resources with personal devices is subject to [Policy 900: Student Conduct and Discipline](#), [Administrative Procedure 865: Information and Communication Technology](#), and [Administrative Procedure 901: Student Conduct](#), [Administrative Procedure 901: Student Conduct; Exhibit 1 – Social Media – Student Access](#), and individual school policies and practices.
- Consequences of inappropriate use of network resources are guided by [Administrative Procedure 901: Student Conduct](#) and School Code of Student Conduct and could include disciplinary action such as, loss of network privileges, recommendation for withdrawal from a course, suspension, financial liability for damages, or legal action.
- Consequences of inappropriate use of Personal Communications Devices (PCDs) are guided by [Administrative Procedure 901: Student Conduct](#) and Student Conduct and School Code of Student Conduct and could include disciplinary action such as short term or longer term removal of access to PCD. Repeat offences could lead to the student not being allowed to bring PCD to the school for a determined length of time. Further consequences may result as determined by the Principal.
- In the event of damage to a resource, the school or department will be responsible for the cost of the repair, remediation, or replacement (whichever is deemed most feasible) of the resource(s) that is/are damaged. It is at the discretion of the Principal or head of the department if the cost is to be transferred to the individual responsible for the damage.

EXAMPLES OF TECHNOLOGY RESOURCES IN SCHOOLS

Below are examples of what items fall under the classification of technology resources:

Desktop PC Computers	Scanners	Speakers
Laptop or Computers	Document Cameras	Digital Camera
Chromebooks	Monitors	Media/DVD Player
Mobile Phones	Hallway Displays	Printers and 3D Printers
iPads and other Tablets	Gymnasium Audio/Visual Equipment	Web Cameras
Interactive Displays - LOFT	Desktop Phones	STEAM Robotics
Multimedia Projectors	Keyboards/Mice	Account Login

STUDENT AGREEMENT OR ACKNOWLEDGEMENT

Use of School Technology

Please place a checkmark (✓) by each statement below to indicate you have read and understand the “Responsible Use of Technology”.

Responsible Use of Technology	Agree
Teachers and School Administration will guide my use of technology at school.	
I will use technology while at school for educational purposes, and at times when teachers or School Administrators allow.	
I will be careful with school technology, and treat it respectfully	
I will be careful about the personal information I share online. If I am unsure of a site or a request for information, I will check with my parents and my teacher before proceeding.	
If I accidentally access a site that is not appropriate for school, I will close my browser and let my teacher know.	
I will not download or install any software, music, movies, or shared files of any kind.	
I will protect my password and not share it with any other students.	
I will logout of computers or Chromebooks when I am not using them.	
I will not access social media while on a school device or on the school network.	
I will not use the account of another student or teacher to access technology.	
I will not use technology while at school to distract others from learning.	
I will work with my teacher to better understand if the information I find online is accurate and reliable.	
I will give credit for any photos or information I find online and use for assignments.	
I understand that my use of school technology or the Division provided account is under the supervision of my teacher or School Administration. If they have reason to think I have been	



using technology inappropriately, they may look at my account, files, and logs to see my activities.	
I understand that my access to technology and/or the Internet may be removed by my teacher or the School Administration if I have not used it responsibly.	

USE OF PERSONAL TECHNOLOGY FOR LEARNING

Students may bring personal technology to school. However, the security and maintenance of that device remains the responsibility of the student. Also, each year, teachers will review the Student Code of Conduct, which includes guidelines for personal devices such as part of Bring Your Own Device (BYOD) program and using personal communication devices. Should a student misuse a personal device while at school, their access to the device may be removed, and repeated misuse may result in the student not being allowed to bring a personal device to school.

Please place a checkmark (✓) by each statement below to indicate you have read and understand the “Use of Personal Device Responsibilities”.

Use of Personal Device for Learning Responsibilities	Agree
I will only connect to the school wireless network and not plug my personal device into the wired network at school.	
I will ensure my device is up-to-date and has virus protection software installed.	
I will not access social media during instructional time.	
I will not use peer-to-peer software or web-hosting services for the purpose of downloading music, video, or software while connected to the school wireless network.	
I will only use my device when my teacher or School Administration indicate it is the right time to do so.	
I will not use my device to record audio, take pictures, or record video of anyone at school without their expressed permission and the expressed permission of a staff member.	
If my teacher or School Administration have reason to think I have misused my personal device they may ask me to show the device memory to indicate what audio, pictures, or video I may have taken, and direct me to delete files that I did not have permission to create or that violate the privacy of others.	
I understand the care, maintenance, and security of my device is my own responsibility.	
I understand that the school is not responsible for the loss, theft, or damage of my device. I am fully responsible for my own property while it is at school.	

USE OF PERSONAL TECHNOLOGY FOR COMMUNICATION

Children and students may not use personal communication devices during instructional time. Personal communication devices would include a cell phone, tablet, smartwatch, or any device capable of connecting to a network of any kind and communicating with others. For this agreement, this does not include a device part of a BYOD program at school. If children and students have personal communication



devices with them during instructional time, they are required to keep these devices on silent or powered off and stored out of view.

Exceptions regarding the use of Personal Communication Devices and access to social media may be made by a principal or designate for health, medical or special learning needs. This must be determined in advance of use with parental consent.



ACKNOWLEDGEMENT

I have read with my child, understand, and agree to follow the conditions of this Responsible Use Protocol.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Student Name (Print): _____

Student Signature: _____

Date: _____

REFERENCE

[Administrative Procedure 300: Security of Personal and Division Information](#)

[Administrative Procedure 721: Teachers and Professional Development](#)

[Administrative Procedure 727: Support Staff and Professional Development](#)

[Administrative Procedure 865: Information and Communication Technology](#)

[Administrative Procedure 870: Responsible Use of Technology Resources](#)

[Administrative Procedure 901: Student Conduct](#)

[Administrative Procedure 901: Student Conduct; Exhibit 1 – Social Media – Student Access](#)