Responsible Use of Technology Resources Protocol Students

PURPOSE

Sturgeon Public School Division provides students with technology resources that support learning. These resources include internet access, email accounts, software, personal file storage, and hardware connected to the school network.

PRINCIPLES OF USE

- All technology resources are intended for educational use.

- Sturgeon Public Schools monitors the use of its technology resources.

- Use of technology is subject to all relevant division policies and school specific rules regarding technology, property, and behaviour.

CONDITIONS OF USE

- Appropriate Use: Students must use technology for 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.

- **Social Media:** Students are not allowed to access social media during school hours or on school devices.

- **Reporting Issues:** Students must report any inappropriate material found on the network to a staff member.

- **Login Security:** Students must only use their own login information and should not share it.

EXAMPLES OF TECHNOLOGY RESOURCES IN SCHOOLS

Includes, but is not limited to:

- Computers, Chromebooks, tablets

- Printers and 3D Printers

- Interactive displays, projectors, and audio-visual equipment

- Personal devices (under BYOD program) connected to the school network

STUDENT AGREEMENT OR ACKNOWLEDGEMENT

Use of School Technology

- **Devise Use:** Students may use school provided technology for educational purposes, under the guidance of teachers and school administrators.

Use of Personal Devices

- **BYOD Program:** Students may bring personal learning devices (e.g., Chromebook, laptops) to school and use them during instructional time, when allowed by the teacher or school administration.

- **Personal Communication Devices:** Personal communication devices, such as cell phones, tablets, and smartwatches, may not be used during instructional time. These devices must be kept on silent, powered off, and stored out of view, except when permitted for medical, health, or special learning needs as approved by the school administration.

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Please place a checkmark by each statement below to indicate you have read and understand the "Responsible Use of Technology".

- I will use technology for schoolwork and follow teacher instructions.

- I will handle technology responsibly and protect my login credentials.

- I will not share personal information online unless it is approved by my teacher.

- I will report any inappropriate content to my teacher.

- I will not use the account of another student or teacher to access technology.

- I will not use a device to take pictures, record audio, or video anyone at school without their expressed permission and the expressed permission of a staff member.

- I will not use social media during instructional time.

- I will not use personal communication devices during instructional time, except under special permission.

- 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.

- I understand the consequences of violating these rules.

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 and with parental consent.

CONSEQUENCES FOR INAPPROPRIATE USE

Access to technology resources, whether through school provided devices or personal devices, is subject to *Policy 900 – Student Conduct and Discipline*, *Administrative Procedure 865 – Information and Communication Technology*, *Administrative Procedure 901 – Student Conduct*, and individual school policies.

Misuse of network resources or personal communication devices (PCDs) may result in disciplinary actions, such as loss of access privileges, suspension, or financial liability for damages. For more severe or repeated violations, students may face withdrawal from courses or legal action. Specifically, inappropriate use of PCDs could result in temporary or permanent restrictions on bringing the device to school, as determined by the Principal.

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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

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