

Administrative Procedure 140 – Appendix C

Appendix C - DIGITAL DEVICE ADMIRABLE USE - GRADES 5 TO 12 STUDENTS

With teacher approval, students are encouraged to use both Division computers and their own devices in the classroom to access information from the internet, collaborate with others, and utilize the productivity tools available to them through their Division student Google education account, provided and maintained by the Division, as well as other approved tools. When using digital devices, whether school or personally owned, you as a student are expected to:

1. Respect Yourself

- 1.1 I will select online names that are appropriate.
- 1.2 I will consider carefully what information, images and personal information I post online.

2. Protect Yourself

- 2.1 I will protect my personal details, contact details and schedule of my activities.
- 2.2 I will report any attacks or inappropriate behavior directed at me and I will seek support. I will protect password, accounts and resources.

3. Respect Others

- 3.1 I will respect others by not using electronic mediums to tease, bully or gossip.
- 3.2 I will show respect for other people in my choice of websites and not visit sites that are degrading, pornographic, racist, hate-filled or otherwise inappropriate.
- 3.3 I will respect the privacy of others by not attempting to access their digital spaces or areas.

4. Protect Others

- 4.1 I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are degrading, pornographic, racist, hate-filled or otherwise inappropriate.

5. Respect Property

- 5.1 I will suitably cite any and all uses of intellectual property.
- 5.2 I will validate information and acknowledge all primary and secondary sources.
- 5.3 I will treat school technology devices with respect, reporting damage if it occurs.

6. Protect Property

I will use free and open source alternatives rather than intellectual property that will commit copyright infringement.

7. Educate Yourself

7.1 I will stay informed about the changes in technology that impact my educational use.

7.2 I will learn about ways that technology impacts my daily life.

8. Digital Device Admirable Use – Grades 5-12 Students is integrated electronically through the Division's online student registration process on the Digital Citizenship tab.

8.1 The electronic form is integrated electronically within the Division. This form is required to be acknowledged by a parent or guardian in order for the student to have access to the Division's provided internet and technology.