

Information Technology Acceptable Use Policy for Pine Creek School Division **K-Grade 4**

Today's digital environment provides staff and students with a multitude of opportunities to be a part of digital culture that connects people to a broader local and global context. The ability to utilize technology to create authentic and powerful teaching and learning experiences requires strong policies to guide practices. Pine Creek School Division believes that for staff and students to participate fully, safely and ethically a clear statement of responsibilities and digital opportunities must be defined. We believe that effective and sustainable processes of technology integration will enable all users of our computer network and Internet system, herein referred to as the SYSTEM, to appreciate and respect the following opportunities and responsibilities:

- To communicate, publish and interact online. This could include emailing, wikis, blogs, tweets, social media, texting and other online communication tools
 - To access digital resources for research, learning and participating in educational processes for local and global issues
 - To learn online and support the diverse range of course/content areas being studied
 - To augment classroom experiences through online multimedia interactions that provide alternative modes of learning.
 - To exhibit leadership for digital citizenship
 - To demonstrate personal responsibility for continuous learning
 - To exhibit a positive attitude and ethical behaviours towards the use of technology for collaboration and productivity
- To advocate and practice safe, legal and responsible use of information

What is an Acceptable use Policy (AUP)

An Acceptable Use Policy (AUP) is a written agreement, outlining the terms and conditions of use for the Pine Creek School Division Technology Network. This AUP contains several sections and you and your child should discuss each section and sign the permission form in the appropriate places. This AUP specifically sets out acceptable uses, rules of on-line behavior, and access privileges. Anyone using the School Network is required to sign this AUP, and know that it will be kept on file.

Acceptable Use Policy for K – Grade 4

1. I will never use the computer to threaten or talk badly about someone else.
2. I will never try to download and install computer programs or games.
3. I will use only my own log-in name and password and nobody else's.
4. I will keep my log-in name and password a secret.
5. I will always ask for permission before I enter any website unless my teacher has already given me permission.
6. I will never damage computer equipment.
7. I will not look at or delete other people's files.
8. I will always ask my teacher's permission before opening an e-mail or an e-mail attachment from someone I do not know.
9. I will only send polite and respectful e-mail messages.
10. I will not tell anyone my name, home address, school name and address or my phone number when online.
11. If I am invited to meet someone face-to-face, I will tell my teacher immediately.
12. I will tell my teacher immediately if I see anything on my computer that I am unhappy seeing, or if I receive messages I do not like.
13. I will not use personal or divisional devices to audio record, video record, and/or take pictures of other students without the parental consent of the other child(ren).
14. I know that my teacher may check my computer files.
15. I know that if I break any of these rules on purpose, I can be stopped from using either the Internet or the school computers.

I give my child permission to use the Internet or the technology network at school.

Damaged or lost Devices:

Damaged or lost devices may be the responsibility of the parent/guardians. Each situation is reviewed by the principal and IT department.

Device Accessories:

The initial charger is provided with the device – if the charger goes missing, further purchases are the responsibility of the parents/guardians.

Parent/Guardian Signature _____
Comments on reverse (optional)

Student Name: _____
School: _____
Grade: _____