



ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

1335 Dominion Avenue, Port Coquitlam, BC V3B 8G7

Email: office@acrss.org Phone: (604) 942-7465 Website: www.acrss.org

PERSONAL ELECTRONIC DEVICES AND TECHNOLOGY ACCEPTABLE USE AGREEMENT

Based on *Personal Electronic Devices and School-based Technology CISVA Policy 430*

NAME OF STUDENT _____

Personal electronic devices (PEDs) and school-based technology have the potential for positive communication and enhanced student learning. Along with these benefits come associated risks and concerns. The use of PEDs and school-based technology should in no way interfere with the safety, security and privacy of students and/or staff. In addition, the use of PEDs and school-based technology should not interfere in any way with student learning and school operations. The unregulated use of PEDs or school-based technology may facilitate illegal and/or unethical activities in the school environment. Thus, the use of PEDs and school-based technology needs to be regulated by the school. The use of school-based technology and PEDs in a school is a privilege, not a right. This privilege may be revoked when it is shown to have been willfully abused.

This agreement applies to all electronic devices whether owned or leased by the school or the user. This also applies to all users of PEDs and school-based technology including, but not limited to, students, staff, parents, and volunteers.

Procedure

1. Individuals are expected to abide by the school's rules and procedures with respect to the permitted use of PEDs and School-Based Technology as outlined below.
2. There is a diminished expectation of privacy on any PED brought into the school. Teachers and school administrators are responsible for providing a safe environment and maintaining order and discipline in the school. This responsibility may, in certain circumstances, require them to search for and/or temporarily confiscate a student's PED where they have a reasonable suspicion that a student is in breach of school policy.
3. Any individual who willfully breaches this agreement or otherwise engages in inappropriate use of personal PEDs on school property, a school-issued PED or school-based technology generally, may be subject to sanctions including the restriction of their ability to access and use PEDs or school based technology and, in the case of students or employees, may be subject to disciplinary action.

A. Rules for the use of both PEDs and School-based Technology:

1. All individuals are expected to use PEDs and school-based technology for educational purposes only and in a courteous, respectful, and otherwise appropriate manner consistent with school and CISVA policies, and the guidelines and expectations outlined in the school code of conduct.
2. The electronic transmission or posting of digital content relating to staff or students, either through the use of school-issued PEDs, school-based technology or personal PEDs while on school property, is prohibited without the express permission of the person or persons involved. In cases where a student is below the age of 19, the consent of the parent/guardian is required.

3. Prohibited uses of PEDs and school-based technology include, but are not limited to, the use of PEDs or school-based technology that:

- a. compromises the academic integrity of the school or an individual within the school.
- b. interferes with or disrupts the academic day or the teaching/learning environment.
- c. violates a person's reasonable expectation of privacy (including, but not limited to, taking, distributing, or posting photos, videos, or audio recordings of other persons without their consent).
- d. compromises personal and/or school safety (including, but not limited to, cyber bullying, and posting information about themselves or others that may put them at risk).
- e. facilitates illegal and/or unethical activities, including but not limited to:
 - i. transmitting materials in violation of Canadian laws;
 - ii. receiving, viewing, duplicating, storing, or transmitting pornographic materials;
 - iii. transmitting or posting threatening, abusive, or obscene messages or materials;
 - iv. duplicating, storing, or transmitting any material that contravenes the Copyright Act;
 - v. installing or reproducing unauthorized or unlicensed software;
 - vi. sending, linking to, or otherwise making available material likely to be offensive, objectionable, or pertaining to criminal skills or activities with a criminal application and intent.
 - vii. utilizing applications to facilitate the downloading or exchange of music, movies, games or other materials in contravention of the Copyright Act;
 - viii. forging any document or message; obscuring the origin of any message, transmission, or file;
 - ix. using programs that harass users, prevent access, investigate, or infiltrate computer systems /or software components;
 - x. promoting commercial uses or product advertising; and
 - xi. participating in online gambling sites.

4. The RCAV, CISVA and school will not be held responsible for any damage that may occur to a PED as a result of connecting to any school-based technology or any electrical power source.

5. The parents and/or guardians of any student bringing PEDs to school are responsible for and will reimburse the school for any damage, either physical or digital, that their child may cause through the use of school-based technology with his/her PED.

B. Rules for the use of School-based Technology:

1. Users are responsible for their own individual account and must take all reasonable precautions to prevent others from being able to use their account. Users shall change their password, seeking assistance from a staff member if necessary, if they believe that others may know of their password.
2. Users will not attempt to gain unauthorized access or go beyond their authorized access. This includes attempts to enter another person's account password, access another person's files, or 'hacking' into any unauthorized accounts.
3. School-owned or leased electronic devices are not permitted to be taken out of the school building without permission of school administration and internet capabilities of the device must be disabled or appropriately filtered.
4. Users shall not intentionally disrupt, or attempt to disrupt, school-based technology or any other computer system, or destroy data by spreading computer viruses or by any other means.
5. Users shall not disable or otherwise interfere with or modify the virus scanning, security or network settings installed in any school-based technology.
6. Users shall immediately notify a teacher upon discovery of a possible security problem.
7. Users shall not download or attempt to run or store any app and/or program file not authorized by the school.

8. Students shall not attempt to install any software applications on school owned devices. All software is to be installed and configured by school staff.
9. Users shall not take actions that place an excessive load on the School's network as to restrict or inhibit other Users from using school-based technology or impacting the efficiency of the network.
10. ACRSS maintains an active filter system/firewall which both monitors and attempts to block a user's access to inappropriate materials while using our internet services. However it is not possible for ACRSS to monitor and supervise all internet activity within the building. In particular, Carney cannot be responsible for filtering and monitoring users within the building who use their own, or other's shared data.
11. Users shall not make any intentional (with knowledge that access to such materials they are seeking are blocked) attempt to bypass the school's filters or access any blocked materials.
12. The school Principal, or his or her delegate, has the right to monitor any network activity that utilizes school-based technology in order to maintain its operation and appropriate function.

Definitions

Account means the User ID and Password assigned to an individual for access to a school computer and/or network resource, which may include a third party service provider utilized by the school for educational purposes.

Filter means a specific technology that blocks or filters access to specific Internet resources, including those that are: 1. Illegal; 2. Obscene; 3. Harmful to Minors; or 4. Unrelated to the school's educational mission.

Personal Electronic Devices (PEDs) are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging Mobile Communication Systems and Smart Technologies and any other convergent communication technologies that do any number of functions. PEDs also include any current or emerging wireless handheld technologies or portable IT systems that can be used for the purpose of communication, entertainment, data management, word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. PEDs include, but are not limited to, laptops, phones, tablet computers, wearable technology such as glasses or watches, and cameras.

School-based Technology: means all CISVA school-based networks, including, but not limited to, school servers, school computers, school software, school printers, online services provided by the school, and networks (wired or wireless), which connect all of the above to the Internet.

User means any individual who uses, logs in, attempts to use, or attempts to log into School-Based Technology (by direct connection or across one or more wired or wireless networks) or who attempts to connect to or traverse school-based technology or who uses hardware or software belonging to a school. The term User includes any CISVA staff, students, parents and volunteers who attempt to use school-based technology.

Please sign and return page 4 only.

Please keep pages 1-3 of this document for your files.

This Acceptable Use Agreement is posted on the school website.



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Student and Parent/Guardian Agreements

The signatures below indicate that the parties have carefully read and understood the significance of the terms and conditions and agree to abide by them.

STUDENT CONTRACT

I certify that I have carefully read the **ACRSS PERSONAL ELECTRONIC DEVICES AND TECHNOLOGY ACCEPTABLE USE AGREEMENT**. I fully understand the above terms and conditions and agree to follow them. I understand that if I violate any of the above conditions that I may lose my computer account and may also face other disciplinary action. I agree to use electronic devices and Internet for academic use only and also agree to report any misuse of the Technology to the teacher, the Librarian, Principal or Vice-Principal. I will use the school's technology at my own risk and hereby release the school from any claims arising from my misuse of these services. I am also aware that these terms and conditions can change at any time and that it is my responsibility to check the school website for any updates.

Student Name (please print): _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN CONTRACT

As the parent/guardian of _____ I certify that I have read and discussed this Acceptable Use Agreement with my child. I know of the potential dangers of the Internet and realize that my child uses it at their own risk. I will not hold the school accountable for any material obtained on the network and I hereby release the school from any claim arising from my child's use of the Internet at school. I understand that if my child does not follow the terms and conditions of the Acceptable Use Policy that they may lose access privileges or face disciplinary action; and that if a criminal offense has been committed the matter may be turned over to the proper authorities. I understand that my child is responsible for the repair or replacement cost of any equipment they have damaged. By signing this contract I give my consent to the school to issue a user account to my child and understand that my child can access the Internet with it.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

This agreement is signed by the student and parent upon registration. Students will be required to sign this agreement every year that the student attends Archbishop Carney Regional Secondary School.