

# ROBERT RUNDLE SCHOOL

August 2010

Dear Parents,

Re: Student Acceptable Use of Technology Guidelines and Agreement

In St. Albert Protestant Schools, we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the world. We believe that all students must be ethical digital citizens by following standards of acceptable use when using technology for school-related purposes.

We try to take every measure possible to ensure the safe and appropriate use of our technology and the internet. To complement this, we believe that all students, staff, and parents must adhere to the guidelines outlined in the attached Acceptable Use of Technology Guidelines and Agreement when using the school's technology or accessing the internet. In Section A of the Acceptable Use of Technology Guidelines and Agreement, we outline reasonable expectations for the general use of technology.

Please review with your child, the attached Acceptable Use of Technology Guidelines and Agreement and return the signed copy to school by September 3. If you require clarification, please contact your child's teacher or myself.

Sincerely,

John Osgood

Principal



# ST. ALBERT PROTESTANT SCHOOLS

## ***Section A: General Use of Technology***

As a student of St. Albert Protestant Schools, I value having access to technology to support my learning. I know that along with this privilege goes great responsibility. To demonstrate my commitment and understanding of the level of responsibility that is required, I have read each of the expectations and guidelines listed below. I will abide by the rules and expectations laid out for technology use.

- I understand that having access to technology in school is a privilege. I understand that this privilege may be revoked if I fail to fulfill my responsibilities as a user of this technology and that many, but not all, of these responsibilities are outlined below.
- I will only use technology for educational purposes while in school, unless I have been granted permission by a teacher; and then I will only use the technology within the parameters or guidelines established by the teacher.
- When connected to the internet, I will never use my computer to reveal personal information such as my age, address or phone number, or those of other students or persons.
- I understand that St. Albert Protestant Schools uses a content filter on its internet access, yet I know it is possible that I may encounter inappropriate material, which includes images or text that are pornographic, violent, obscene or offensive to others. I will immediately close the window on the screen that depicts this material. I will then inform my teacher.
- I understand that my personal files and information about every web page I visit may be accessible under the provisions of FOIPP. I am aware that an individual search may be conducted if there is reasonable belief that I have violated the law or the District's Student Acceptable Use of Technology Guidelines and Agreement.
- I understand that my actions using the computer and accessing the internet reflect on me, my class and the school. I will conduct myself accordingly and exercise good judgment.
- I will not download or install any software, music, movies, or files of any nature unless I have been granted specific permission to do so by my teacher and the copyright holder grants permission.
- I will not share my Student Network Logon password or any other user names and passwords provided by St. Albert Protestant Schools' personnel with anyone except my parents or legal guardians.
- I will always log out of the computer and any applications when I have finished using them, or when moving out of sight of my computer. Any actions done on a computer when I am logged in will be traceable to me.
- I will not create, use, display, or store any offensive, obscene, inflammatory or defamatory language or images. I will not use the technology in any way that negatively affects any other student or person.

(Continued...)

**Student Acceptable Use of Technology Guidelines and Agreement (Grades 3 – 12)**

School \_\_\_\_\_ Student ID# \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

**Student Section** \*to be signed yearly

I have read the Acceptable use of Technology Guidelines and Agreement. I agree to follow the expectations contained in these guidelines. I understand that if I violate the agreement, my account can be terminated and I may face other disciplinary measures.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**Parent Endorsement (Grades K – 12)** \*to be signed yearly

I have reviewed this document and each paragraph with my child. I have discussed the importance of this agreement with my child.

I understand that computer access is for educational purposes. I will instruct my child regarding acceptable use, including that which is set forth in the Acceptable use of Technology Guidelines and Agreement. I will emphasize to my child the importance of following the rules for personal safety.

I hereby release St. Albert Protestant Schools and its personnel from any and all claims and damages arising from my child's use of, or inability to use, the St. Albert Protestant Schools' computer systems.

I give permission to allow internet access for my child and certify that the information contained in this form is correct.

\*Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

\*Parent/Guardian Signature \_\_\_\_\_ Phone \_\_\_\_\_