

## Technology Acceptable Use (Students)

### Limitation of Liability

1. The Westwind School Division makes no guarantee that the functions or services provided by or through the Division network will be error-free or without defect.
2. The Division will not be responsible for any damage suffered; including but not limited to, loss of data or interruptions of service.
3. The Division is not responsible for financial obligations arising through the unauthorized use of the network or Division technology.
4. The Division is not responsible for the accuracy or quality of the information obtained through or stored on the network.
5. The Division will remove all email accounts 30 days after graduation/leaving jurisdiction.

By signing the following Consent and Waiver form, users (students & parents) agree to abide by these guidelines. A signed form assures Westwind School Division that the student and his/her parent(s)/guardian(s) have discussed and understand these limitations, rights and responsibilities.

### Student Acceptance of Technology Acceptable Use Procedure

This is to certify that I, \_\_\_\_\_, have read, understand, and will abide by (obey/follow) all the acceptable use requirements set forth in this agreement (or the agreement has been read and/or explained to me by my parent(s) or guardian). I agree that if I fail to keep my commitment to doing any of the things outlined above that I will have my school network and/or school computer/technology privileges revoked either temporarily or permanently.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### Parent/Guardian Endorsement of Technology Acceptable Use Procedure

I have read and discussed the importance of this document (Technology Acceptable Use Procedure) with my child. I am confident that my child understands the expectations and responsibilities associated with the proper care and handling of the school technology resources and the appropriate and ethical use of technology in the Westwind School Division. I understand that the consequences of not upholding these responsibilities will result in technology privileges being withdrawn, as well; possible disciplinary, legal, and/or monetary consequences may result. This agreement pertains to all Westwind computers and any other electronic communication device allowed to be on the Westwind Wireless and Guest Networks, including personally-owned devices.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### Appendix A – Technology Acceptable Use Procedure for Young Students (Grades 1-5)

I know that I must use computers safely

- I know that my teacher can watch what I do on computers.

- I will treat my username and password like my toothbrush – I will not let anyone else use it, and I will not use theirs.
- I will be aware of “stranger danger” when I am talking to other people on computers.
- I will tell a teacher immediately anything that makes me feel uncomfortable when I see it.
- I understand that the school will look after me and my friends and can help if anything happens on the computer – even if I am using a computer at home.

I know that I must use the computers responsibly

- I will only put pictures or videos on the Internet from inside the school if I have permission.
- I understand that the school’s Internet filter is there to protect me, and I will not try to bypass it. If I need access to a blocked website, I will ask my teacher.
- I will only download music or videos onto the computer if it is related to my school work.

I know that I must help look after the computers

- If I have a problem with my computer, I will tell a teacher immediately so that the problem can be fixed – I won’t leave it broken for the next person.
- I will only use programs that are already on the school computer. If I need a new program, I will ask my teacher - I won’t try to install it myself.
- I will only change settings on the computer if I am allowed to do so – I won’t try to change anything that might cause the computer to go wrong.

I know that I must respect others when using computers

- I will always treat others the same way I would want them to treat me – just as I would when not using the computers. I will not use computers to harass or bully anyone.
- I will always be polite online. I appreciate that others may have different opinions.
- I will not take or share pictures or videos of anyone without their permission.

## **Appendix B – AUP for Older Students (Grades 6-12)**

I know that I must use computers safely

- I know that the school can remotely monitor what I do on the computers.
- I will treat my username and password like my toothbrush – I will not let anyone use mine, and I will not use anyone else’s.
- I will be aware of my personal safety especially when I am communicating online, and will not share personal information about myself or others. I will tell an adult immediately if I am approached to meet someone that I have only communicated with online.
- I will tell a teacher immediately about any unpleasant or inappropriate material or messages on the computer, or anything that makes me feel uncomfortable when I see it.
- I understand that the school is available to support me and my peers and will help if anything happens online – even while I am using a computer at home.

I know that I must use the computers responsibly

- I understand that school-owned computers are to be used primarily for schoolwork, and I will only play games on them or use them for personal use if I have permission.
- I will only upload pictures or videos from inside the school if I have permission.
- I understand that the school’s security and Internet filter is there to protect me, and protect the computer network, and I will not try to bypass it. If I need access to a blocked website, I will ask my teacher.
- I will only download music or videos onto the computer if it is related to my school work and if I have permission from my teacher.
- I understand that I must not download or display inappropriate pictures or other material from the Internet or any other source.

I know that I must help look after the computers

- If I have a problem with my computer, I will tell a teacher immediately so that the problem can be fixed – I won't leave it broken for the next person.
- I will only use programs that are already on the school computer. If I need a new program, I will ask my teacher - I won't try to install it myself.
- If I am allowed to connect my own computer or mobile device to the network, I will conduct myself as if I were using a school computer.
- I will only change settings on the computer if I am allowed to do so.
- I know that food and drink are not allowed in the computer rooms and that I should not eat or drink around any computer.

I know that I must respect others when using computers

- I will always treat others the same way I would want them to treat me – just as I would when not using the computers. I will not use computers to harass or bully anyone.
- I will be polite online, and I will not use strong, aggressive, or inappropriate language. I appreciate that others may have different opinions.
- I will not take or distribute pictures or videos of anyone without their permission.

I realize there are serious consequences for using technology inappropriately.