

Student Acceptable Use of Technology Agreement for Elementary Students

As a student of St. Albert Public 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 required, I have read each of the expectations listed below. I will abide by these rules and expectations.

When I use digital technologies and the internet, I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful;
- being kind to my friends and classmates and thinking about how the things I do or say online might make others think or feel;
- not sending mean or bullying messages or forwarding them on to others; and
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information;
- protect my passwords and don't share them with anyone except my parent;
- only ever join spaces with my parents' or teachers' guidance and permission;
- never answer questions online that ask for my personal information; and
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online;
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help;
- speak to a trusted adult if I see something that makes me feel upset or if I need help;
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared;
- don't deliberately search for something rude or violent;
- turn off or close the screen if I see something I don't like and tell a trusted adult;
- am respectful of the equipment I use; and
- always log out of my device when I am finished or out of sight of the device.

Use of Cloud-Based Applications

As a student of the district, I will have access to cloud-based applications, including Google Apps for Education, for educational purposes. These cloud-based applications are managed by district personnel. Student-created files may be stored on cloud-based servers which may be located in various countries, including the United States of America. Contents of servers are subject to the law of the jurisdiction where the servers are located. St. Albert Public Schools cannot guarantee protection against possible disclosure of student-created files residing on servers outside of Canada.



By agreeing to access cloud-based applications, I also agree to the following:

- My first name and the first letter of my last name will be used by St. Albert Public Schools to create a Google Apps for Education account. This account may be linked to other cloud-based applications.
- An email address (e.g: johns1234@5565.ca) will be provided to use for school purposes. This address is what gives me secured access to cloud-based applications and Google services.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

Student Acceptable Use of Technology Agreement (Grades K - 6)

School _____ Student ID# _____

Student Name _____ Grade _____

Student Section

I have read the Acceptable Use of Technology Agreement. I agree to follow the rules and expectations contained in this agreement. I understand that if I violate the agreement, my account can be terminated and I may face other disciplinary measures. I understand that my computer and network use may be monitored at any time.

Student Signature Date

Parent Endorsement (Grades K – 6)

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 Agreement. I will emphasize to my child the importance of following the rules for personal safety.

I understand that my child’s computer and network use may be monitored at any time.

I understand that some materials on the Internet may be objectionable, and that my child may manage to access those materials despite efforts of the District and its staff. I hereby release St. Albert Public 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 Public 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 Signature Phone