



Ottawa Catholic School Board

Acceptable Use of Technology Agreement

At the Ottawa Catholic School Board (OCSB), 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 internet. We believe all students, staff and parents must be good digital citizens by following standards of acceptable use when using either school-owned technology (software, hardware, network), or their own personal electronic device for school purposes or when connected to school board networks.

All students must have a current Technology User Agreement signed and in place prior to being allowed any school network or electronic device access. This declaration is an additional document that outlines the standards of acceptable use for students using a school board or personal electronic device. Once signed, it will act as an agreement between the OCSB and the student/parent/guardian.

Student name (print please)	Parent/Guardian name

This declaration must be reviewed and signed by both the student and their parent/guardian in order for students to use any electronic devices in a school. This may include a desktop or mobile computer, tablet, (smart) phone, Chromebook, or any other device that has access to the internet.

Student Declaration

As a student at the Ottawa Catholic School Board, 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 initialed each of the expectations and guidelines listed below.

(Note: Each item must be initialed by the student and his/her parent or guardian to show that together they have reviewed each item and that the student will abide by the rules and expectations laid out for technology use.)

Students may bring in their own personal electronic devices which may be able to connect to the school wireless network. When at school, all of the conditions below apply to electronic devices, whether owned by the school board or brought in by a student:

Student's initials

Parent/Guardian's initials

		I will only connect to the school wireless network with a personal device, and NOT to the school's wired network, nor any other (external) wireless network, even though other networks from the neighbourhood might be visible inside the school.
		I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device while connected to the school wireless network and respect the personal information of others.
		I will use electronic devices in class or school activities only with a teacher's permission and for appropriate purposes, including texting, IM, internet access, pictures, audio and video recording.
		I understand the security, care, and maintenance of any device I bring from home or use at school, is my responsibility. I will securely store my device when not in use.
		I understand the school is not responsible for the loss, theft, or damage of my personal electronic device. I am fully responsible for my property while it is at school. And responsible for school devices if borrowed and taken away from school.
		I will exercise appropriate security procedures at all times when using my own devices in conjunction with the school's wireless network. I will use technology in accordance with Ottawa Catholic School Board's policies for computer and internet usage.
		I understand that I have several electronic resources available to me that have been provided by the school board including a Google Apps For Education account. I agree that I will communicate with school board teachers and staff with officially sanctioned and provided tools and not personal accounts.
		I may use online communication and collaboration tools such as Google Apps for Education, Discovery Education, and select Web 2.0 tools etc... I will use them appropriately for learning purposes.

This is to certify that I (please print student's name), _____,

have read, understand and initialed this document and will abide by all the acceptable use requirements set forth in this agreement. I agree that, should I fail to keep my commitment to upholding the standards listed above, I may have my school network and/or school computer privileges revoked either temporarily or permanently. I understand there may be other disciplinary consequences if I breach these school rules.

Student signature

Date

Parent/Guardian Endorsement

I have reviewed this document and initialed each paragraph with my child. I have discussed the importance of this agreement with my child. My child understands the expectations and responsibilities associated with the proper care and handling of personal devices while at school, as well as the appropriate and ethical use of technology at school. My child is clear that the consequences of not upholding his/her responsibilities will result in his/her technology privileges being withdrawn.

Parent/Guardian signature

Date