INTRODUCTION AND GENERAL INFORMATION FOR PARENTS AND STUDENTS

Northern Lights Public Schools provides students with access to computers, devices, educational technology, cloud services, network services and the Internet to support and enhance learning and teaching.

Electronic communication is a tool for life-long learning, and responsible use will allow students to expand their knowledge by accessing and using information resources, and by analyzing, collaborating and publishing information.

All users must assume responsibility for understanding the Student Acceptable Use of Technology Guidelines as a condition of use. Use of division resources in a manner inconsistent with these guidelines may result in loss of access as well as other disciplinary or legal action.

ACCEPTABLE USE AND BASIC PREMISES

At all times, students are to demonstrate the highest level of respect for all division technology resources. Students shall use these resources in a safe, responsible, efficient, ethical and legal manner in accordance with all school and division rules, regulations and guidelines.

Students shall promptly disclose to their teacher or system administrator any exposure to inappropriate material or anything that makes them feel uncomfortable.

Students shall immediately notify their teacher or system administrator if they have identified a possible security problem.

Students shall use the system ONLY for educational or curriculum related activities. Additional freedoms and limitations may be imposed by the school or by the division administration.

WHEN USING TECHNOLOGY, CLOUD OR NETWORK SEVICES, ALL STUDENTS SHALL CONDUCT THEMSELVES IN A MANNER WHICH MAINTAINS THE SAFETY, POSITIVE REPUTATION AND DIGNITY OF THE DIVISION AND ITS SCHOOLS.

UNACCEPTABLE USE

Students should be aware that their personal files may be accessible under the provisions of the Freedom of Information and Protection of Privacy Act. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating acceptable use guidelines or the law. An individual search will be conducted if there is reasonable belief that a user has violated the law or the division's acceptable use guidelines. The division has the ability to see specific users accessing specific sites through the use of our monitoring software.

The following uses of any division electronic resources are unacceptable and may result in suspension, removal from network and cloud services, disciplinary or legal action. Unacceptable use is defined to include, but not limited to, the following:

- Violation of school or division rules, policy, guidelines and agreements.

- Transmission or access of any material in violation of any local, provincial, or federal law. This includes, but is not limited to: copyrighted materials, threatening or obscene material, personal information protected under FOIP or material protected by copyright or trade secret.

- The use of profanity, obscenity or other language that may be offensive to another user.

- Any form of vandalism, including but not limited to, damaging computers, computer systems or networks, and/or disrupting the operation of the network.

- Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws.

- Unauthorized downloading or uploading of large amounts of data.

- Plagiarism (taking from others' ideas, writings, graphics or other creations and presenting them as if they were original).

- Use of the network for financial gain, commercial activity or illegal activity

- Use of the network for political activity.

- Use of the network to access pornographic or obscene material.

- Creating and/or placing a computer virus on the network.

- Providing your network ID and password to anyone other than the system administrator. You are responsible for maintaining your own password and account security.

- Accessing another person's account or any other computer system or resource on the network that goes beyond your authorized access. Students will not go looking for security problems as this may be construed as an attempt to gain illegal access.

Student Acceptable Use Agreement
(Grades 3-12)

School _____ **Student ID#** _____

Student Name _____ **Grade** _____

<u>**STUDENT SECTION**</u> (* To be signed yearly)

I have read the acceptable use guidelines. I agree to follow the rules contained in these guidelines. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

* Student Signature: _____ **Date**: _____

<u>**PARENT OR GUARDIAN SECTION**</u> (Grades K-12) * to be signed yearly

I have read the acceptable use guidelines and have discussed them with my child.

I understand that access to computers, smart devices and network services is for educational purposes. I will instruct my child regarding acceptable use, including that which is set forth in the acceptable use guidelines. I will emphasize to my child the importance of following the rules for personal safety.

I acknowledge that my child (and the parents by extension) will be responsible for any financial costs involved should my child be responsible for damage to any network services, computer, smart device or related equipment that belongs to Northern Lights Public Schools.

I hereby release Northern Lights Public Schools and its personnel from any and all claims and damages arising from my child's use of, or inability to use, the Northern Lights Public Schools network services, cloud services, computers, smart devices and systems.

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

*Parent/Guardian Signature _____ **Date**_____

*Parent/Guardian Name _____ **Phone** _____