



Glamorgan School

Acceptable Use Policy Technology

GUIDELINES FOR TECHNOLOGY USE

The use of technology is an integral part of learning at all CBE schools, as required by the Information and Communication Technology (ICT) Program of Studies.

Please refer to the following Administrative Regulations for more information on policies governing the use of technology at CBE schools:

- AR 1061
- AR 1062
- AR 1063
- AR 1064
- AR 1067

You can find these Administrative Regulations on the CBE website at <http://www.cbe.ab.ca/about-us/policies-and-regulations/Pages/Administrative-Regulations.aspx>

At Glamorgan School, we believe that technology can be a powerful tool to enhance learning, enabling students to access, work with, and communicate knowledge and information. Character Education is a key component of our program and is infused throughout teaching and learning. Working with progressive technology requires that we ensure safe practice and proper etiquette. We try to make every measure possible to ensure the safe and appropriate use of technology and the established standards of acceptable use when using the school's technology or access to the Internet. The items below outline the standards of acceptable use.

Students are encouraged to use technology to:

- Access, critically assess, and communicate information and understanding
- Seek alternative viewpoints
- Collaborate during inquiry
- Construct personal knowledge and meaning
- Demonstrate understandings
- Organize and manipulate data
- Interact with others

Activities appropriate for student use include:

- Sending and receiving data with peers, teachers and experts
- Accessing posting, sending and downloading of appropriate material
- Using appropriate language when communicating with others
- Respecting equipment
- Respecting intellectual property and adhere to copyright, software, piracy and fair dealing laws associated with learning technologies
- Maintaining privacy in regards to files, folders, accounts and passwords
- Respecting other people's work, accounts and passwords
- Ensuring the use of one's own account
- Using the CBE network for learning and educational purposes

- Printing material that aid in learning and project work
- Using CBE and teacher approved websites, software and applications
- Using technology during appropriate periods as directed by teachers
- Posting, publishing, circulating or distributing personal information about oneself or others is under the supervision and consent of a staff member

Activities appropriate for students who “Bring Your Own Device” (BYOD) include:

- Following the above appropriate activities while using personal devices
- Keeping personal devices in airplane mode during class time
- Using personal devices out of class time unless directed by teachers for educational purposes
- Storing personal devices in a safe place as the school is not liable for lost, stolen, damaged or broken devices
- Keeping devices with video/photo and audio capabilities turned off in washrooms and gym change rooms
- Using the camera for only educational purposes/activities

School consequences for inappropriate use:

- Conference with student
- Inform parent(s)
- Each situation is dealt with on an individual basis and may result in:
 - A restriction or loss of computer privileges and/or
 - School based disciplinary consequences (examples include, but not limited to: restorative projects, suspension from technology use, suspension from recess, class or school expulsion)
 - Police intervention and/or legal action

Consequences will be governed by the promotion and understanding of appropriate use.

Please review this document with your child, sign, and return to school.

I agree to follow the acceptable use policy outlined above:

Student's Name (printed)

Student's Signature

Date

Parent's Name (printed)

Parent's Signature

Date