



# Digital Citizenship & Acceptable Use Agreement

## HOLY SPIRIT CATHOLIC SCHOOL DIVISION

While enrolled with Holy Spirit Catholic Schools, all students must adhere to standards of acceptable use when using electronic devices. This expectation applies to all electronic devices whether, they are school-owned or personally-owned. **Digital citizenship and responsible use extend beyond the end of the school day to include all after hours, evening and weekend use, regardless of which network or devices are being accessed.** Parents/guardians are partners in a student's education and have a responsibility to model and enforce digital citizenship and acceptable use outside of school hours.

Students in Holy Spirit Catholic Schools value having access to school-provided technology (including hardware, software and network access) to support learning. Along with this opportunity comes great responsibility. To demonstrate commitment and understanding of the level of responsibility that is required, students and parents are asked to initial beside each of the expectations and guidelines below. (Note: Each item must be initialed by the student and his/her parent/guardian to show that together they have reviewed each item and the student agrees to follow the rules and expectations laid out for technology use.) This agreement will be kept on file at the school for the 2023/24 school year. Failure to initial, sign and return this agreement will prevent a student from using technology (hardware, software and/or network access) while at school.

<b>Personal Usage and Responsibilities</b>			
		Student Initial	Parent Initial
1	<b>I will treat others with respect when I use technology.</b> I understand that my language and actions while using technology affect others. I will be accountable for my online behaviour in and out of school. I will not use my technology in a manner that is unlawful, unethical, unkind, or immoral.		
2	<b>I will not send, respond to or share any messages or images that are mean, threatening, or in any way make me or others feel uncomfortable.</b> It is not my fault if I get a message that is not appropriate. I will report any situations that resemble this behaviour immediately to a responsible adult.		
3	<b>I will be open and honest with my parents/guardians and my school about my online friends and activities.</b> Mutual trust and openness with parents/guardians and school staff are essential in ensuring proper usage at all times.		
4	<b>I will store any personal technology in my backpack during class time.</b> I will only use my personal technology when permitted by the classroom teacher, during breaks, lunchtime, before and after school.		

5	<b>I will not use electronic devices or digital accounts belonging to other students nor will I lend my electronic devices to other students.</b> If I am assigned a device for use in a class, I will only use the device assigned to me. Each student is accountable for the activities that their own personal devices are used for in addition to the activities in which they are personally engaged.		
6	<b>I will remember that I need to balance technology use with other activities.</b>		
7	<b>I recognize that teachers (or administrators) have the authority to temporarily take my device if it is determined that it is not being used in a responsible, respectful manner that adheres to this agreement.</b>		
8	<b>I recognize that technology is a tool that can support my learning and I have the responsibility to follow teacher directions/instructions when using all technology.</b>		

## Privacy

9	<b>I have the responsibility to protect my personal information and that of my family and schoolmates. I will not do anything to jeopardize our safety and privacy.</b> This includes not posting full names, school names, addresses, phone numbers, e-mails, or any information that would indicate specific people, times and places. It also means that I will not photograph or audio and/or video record teachers or students while at school or on school property without their express consent and in consultation with school staff.		
10	<b>I am personally accountable for the technology that I bring and / or use at school and the passwords that I use to gain access to technology and applications.</b> I will not share my technology or passwords with other students, nor will I use the technology and passwords of other students or staff members.		
11	<b>I am aware and understand that my online activity while using school devices and the school network is monitored by the Information Technology Department within Holy Spirit.</b> I will conduct myself appropriately at all times and recognize that these records may be used in part of a disciplinary action if appropriate.		

## Content

13	<b>I understand that some material online is protected and cannot be copied without permission.</b> I understand that this material is owned by others and that they have the right to be protected.		
14	<b>I understand that information found online may not be accurate and should always be verified using multiple trusted sources.</b>		
15	<b>I will only view material at school that I would feel comfortable viewing with my teacher or parents/guardians.</b> I will tell a responsible adult immediately if I come across any information that makes me feel uncomfortable or that is inappropriate.		

16	<p><b>I will check with my parents/guardians or teachers before downloading or installing software or hardware.</b> I recognize that these actions may be harmful to the computer or portable device.</p>		
17	<p><b>I am responsible for ensuring that any content I search, access, or view is appropriate and is supporting my learning.</b> I will make responsible choices in how I spend my time using technology and network access.</p>		
18	<p><b>I am responsible for ensuring that any work I submit in class is completed by me and that any digital contributions are properly acknowledged.</b> Any work that I submit is my own and has not been copied/curated in any way from another source without proper reference.</p>		

## Consequences for Breaches of the Digital Citizenship & Acceptable Use Agreement

Student devices are expected to be stored during instructional time, until permitted by a teacher. If digital devices are used without permission or outside of the expectations, school protocols around student discipline will be enacted. Note that consequences will be based upon the frequency and severity of the infraction(s) and its impact on others. Please see the [Administrative Procedure 315 - Student Code of Conduct](#) and the [Administrative Procedure 319 - Suspension and Expulsion of Students](#).

### Acceptable Use of Technology Student and Parent Declaration

<b>Student Endorsement</b>	<b>Parent/Guardian Endorsement</b>
<p>I have read, am aware of, and will follow all the acceptable use requirements in this agreement. I agree that if I fail to keep my commitment to doing the things listed above that I will be subject to the consequences of breaching this policy which may include (but is not limited to) loss of technological privileges temporarily or for the entire school year. I understand that there may be other disciplinary consequences if there has been a breach of other school rules.</p> <p>Student Name and Homeroom (printed)</p> <p>_____</p> <p>Student Signature</p> <p>_____</p>	<p>I have reviewed this document with my child and have initialed each expectation. I have discussed the importance of this agreement with my child. My child is aware of the expectations and responsibilities associated with the proper use and handling of school devices as well as the appropriate and ethical use of all technology as a student within Holy Spirit Catholic Schools, both on and off campus. My child has been informed that the consequences of not upholding their responsibilities will result in their technology privileges being suspended or withdrawn and that there may be other disciplinary consequences.</p> <p>Parent/Caregiver Name (printed)</p> <p>_____</p> <p>Parent/Caregiver Signature</p> <p>_____</p>
<p>Date _____</p>	

The personal information collected through the Digital Citizenship & Acceptable Use Agreement ensures understanding and compliance with the policies and procedures surrounding the safe and responsible use of technology within the Holy Spirit Catholic School Division. This collection is authorized by section 33 of the Freedom of Information and Protection of Privacy Act. For questions about the collection of personal information, contact the school division's FOIPP Coordinator at 403-327-9555, by email at foippcoordinator@holyspirit.ab.ca, or mail to 620 12B Street North; Lethbridge, AB T1H 2L7.