



## Appendix B - Responsible Use Agreement

### Network Resources Responsible Use Protocol

#### Introduction

Foothills School Division provides technology resources that support learning for students and staff or supports administrative operations. *Network resources* refer to all resources on the network of Foothills School Division. This includes, but is not limited to, Google Edu, Microsoft Office 365, Internet access, e-mail accounts, installed software, personal file storage and all hardware attached to the network. Networked technology is infused in the daily lives of students and its use as responsible citizens is implied.

#### Principles of Use

- Foothills School Division owns all network resources and has the right to monitor use of the network resources.
- All network resources are for educational use.
- Network resources are valuable resources and should be used responsibly.
- The use of network resources is subject to all policies and practices of both the division and the school related to technology, property or conduct.
- Access to network resources with personal devices is subject to the policies and practices of Foothills School Division.

#### Activation of the Nine Elements of Digital Citizenship (ISTE 2009)

Users of district based network services will have the knowledge, skills and abilities that allow users to:

- Be able to responsibly participate in a digital society provided to them when they access district network resources.
- Provide the self-protection required to buy and sell in a digital world.
- Digitally communicate safely and appropriately through multiple methods.
- Use digital technology collaboratively and demonstrate critical thinking in its use.
- Consider others when using digital technologies.
- Protect the rights of others and be able to defend their own digital rights.
- Consider the risks (both physical and psychological) when using digital technologies.
- Abide by the laws, rules, and district policies that govern the use of digital technologies.
- Be custodians of their own information while creating precautions to protect others' data as well.

## Conditions of Use

- Students should use network resources for appropriate educational purposes only.
- Students will not publish on the Internet or in publicly viewed files personal information about themselves or other students.
- Students who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member.
- Students will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Students will not use another person's files, output or user name.
- Students are responsible for the security of access (login and password) to their network resources. In particular, do not tell others your password or leave a workstation where you are logged in. Change your password regularly. Students are responsible for problems caused by use of their login by other individuals.
- Students will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal programs/data files.
- Access to network resources with personal devices requires the permission of the school administration.
- Consequences of inappropriate use of network resources could include loss of network privileges, withdrawal from a course, suspension, financial liability for damages, legal action.

## Procedures

1. Principals shall:
  - 1.1. Inform students, parents and staff of the Division's and school's expectations for responsible use.
  - 1.2. Encourage parents to communicate to school personnel any concerns they may have about inappropriate use of network resources.
  - 1.3. Ensure all staff are aware of the Network Resources Responsible Use Protocol and the Social Media Code of Conduct.
2. Principals shall educate students, parents and staff regarding the nine elements of digital citizenship as outlined on the web at [http://www.digitalcitizenship.net/Nine\\_Elements.html](http://www.digitalcitizenship.net/Nine_Elements.html)
3. When dealing with situations involving inappropriate use of network resources, school staff are to:
  - 3.1. Intervene quickly to enforce this administrative procedure.
  - 3.2. Enforce the procedure consistently.
  - 3.3. Develop protocols for investigating incidents.
  - 3.4. Involve technology facilitators to enforce appropriate actions regarding student accounts
4. Principals will involve the Director of Learning Technologies in cases where investigation into stored digital information is required.

## Foothills School Division - Responsible Use Agreement Form

Student's Name: \_\_\_\_\_

I understand that my child's records are saved on secure cloud based servers. This includes the following Student Information Systems: Maplewood, Clevr and Students Achieve. These tools are important to maintain current records related to your child's progress.

As a requirement under the Freedom of Information and Protection of Privacy (FOIP) Act the following consent to Google and Microsoft Office 365 is required.

I provide my informed consent to allow my child to access to the following services listed (please "check" the box/boxes below):

Foothills School Division Google Edu tools (Gmail, Google Hangouts, Google Drive etc.) Detailed information regarding this service is available at: <http://www.fsd38.ab.ca/going-google/>

Foothills School Division Microsoft Office 365 tools (OneDrive, OneNote Classroom, Office 365 etc.) Detailed information regarding this service is available at: <http://www.fsd38.ab.ca/office-365-in-fsd/>

If this form is not completed, signed and returned by Friday, September 23, 2016 all network and email logins will be disabled for your child.

\* For Grade 7 and higher, a student signature is required.

<p><u>Student</u></p> <p>I have reviewed this information with my parent(s) or guardian(s).</p> <p>I agree to follow the conditions of the Responsible Use Agreement.</p> <p>Student Signature: _____</p> <p>Date: _____</p>	<p><u>Parent/Guardian</u></p> <p>I have reviewed this information with my child.</p> <p>I have read the Responsible Use Agreement and understand the educational intent of network resources.</p> <p>Parent/Guardian Name (Print): _____</p> <p>Parent/Guardian Signature: _____</p> <p>Date: _____</p>
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**Please return the completed hard copy form to your child's school office. No emails please.**

This informed consent remains in force until the student has completed grades 6, 9, or 12. To make changes to your child's network access at any time during the school year, please provide written (hard copy) consent to the school office.

This information is collected and distributed in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) under the authority of section 33(c). If you have any questions or concerns regarding the collection of this information and the intended purposes, please contact the FOIP Coordinator, Foothills School Division, at 403-652-6502 or SpenceD@fsd38.ab.ca, or Division Office, 120-5th Ave. SW, High River, AB, T1V 1M7, 403-652-3001.