



Digital Citizenship & Acceptable Use Agreement

Grades K to 4 Edition

While enrolled with Holy Spirit Catholic Schools, all students must adhere to standards of acceptable use when using electronic devices. This expectation applies to electronic devices whether they are school-owned or personally-owned devices. **Digital citizenship and responsible use extends beyond the end of the school day to include all after hours, evening and weekend use.** Parents/guardians are partners in a student's education and have a responsibility to 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 privilege 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 2023/2024 school year as it is re-signed annually. There is a similar agreement for students in grades 5-12. Failure to initial, sign and return this agreement will prevent a student from using technology while at school.

Personal Usage and Responsibilities				
	Student View (simple to understand)	Student Initials	Parent View (with explanations to support meaningful conversation)	Parent Initials
1	I will treat others with respect when I use technology. My words and actions matter. I will be held accountable for my online behaviour in and out of school. I will follow the law and strive to be kind to myself and others.		I will treat others with respect when I use technology. I understand that my words and actions while using technology affect others. I will be accountable for my online behaviour in and out of school. I will not use technology in a way that breaks the law, that is unkind or that will hurt myself or others.	
2	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. It is not my fault if I receive inappropriate messages. I will tell a caring adult if I see anything like this.		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. It is not my fault if I get a message that is not appropriate. I will report any situations like this immediately to a responsible adult.	
3	I will be open and honest with my parents/guardians and my school about my online friends and activities. I want to keep myself and others safe. I know that I can get help from caring adults in my life.		I will be open and honest with my parents/guardians and my school about my online friends and activities. By being open with parents / guardians and school staff, I will do my part to keep myself and others safe. Adults can also work better together to help me when needed.	

4	While at school, I will store any personal technology in my backpack during class time. I need permission from a teacher to use my own device, even before and after school.		While at school, I will store any personal technology in my backpack during class time. I will only use my personal technology when permitted by a teacher. If I need to reach someone using my personal device, I will ask permission first. Once I am at school, this access rule applies.	
5	I will not use electronic devices or digital accounts belonging to other students nor will I lend my electronic devices to other students. I will use the device assigned to me in class every time. That way, I can be responsible for that device only. Doing group work where we share a device, I will follow my teacher's directions for device use.		I will not use devices or digital accounts belonging to other students nor will I lend my devices to other students. If I am assigned a device for use in a class, I will only use the device assigned to me. When I am the sole user of that device (unless in group work situations), I know exactly how it is being used and am responsible for that use.	
6	I will remember that I need to balance technology use with other activities. I am healthiest when I have balance in all areas of my life, which includes thinking about my use of technology.		I will remember that I need to balance technology use with other activities. I am healthiest when I have balance in all areas of my life, which includes thinking about my use of technology.	
7	I recognize that teachers (or administrators) have the authority to temporarily take my school owned or personal device if it is determined that it is not being used in a responsible, respectful manner that follows to this agreement. When that happens, I may have to complete my work without the use of technology.		I recognize that teachers (or administrators) have the authority to temporarily take my school owned or personal device if it is determined that it is not being used in a responsible, respectful manner that follows this agreement.	
8	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.		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.	
Privacy				
9	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. I will not share private information. That is unkind. I will not take pictures, videos or voice recordings of teachers or of other students without permission.		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. This includes not posting full names, school names, addresses, phone numbers, emails, 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 permission and after talking with school staff.	

10	I am personally accountable for the passwords that I use to sign in to technology and applications. I will not share my passwords with others, nor use the passwords of others, even if they have been shared with me.		I am personally accountable for the passwords that I use to sign in to technology and applications. I will not share my passwords with other students, nor will I use the passwords of other students or staff members, even if they have been shared with me.	
11	I am aware and understand that my online activity while using school devices and any school network is monitored by the Information Technology Department within Holy Spirit. Everything I do online can last forever, and safety is most important.		I am aware and understand that my online activity while using school devices and any school network is monitored by the Information Technology Department within Holy Spirit. I will conduct myself appropriately at all times and recognize that any data collected may be used in part of a disciplinary action if appropriate.	
12	I recognize that by law my parents and school administration have the authority to access all information and applications used on all devices that I use at the school, whether they are personal or school-owned. If I have content on my device that goes against this agreement, I should share it when asked to.		I recognize that by law my parents and school administration have the authority to access all information and applications used on all devices that I use at the school, whether they are personal or school-owned. If Holy Spirit staff have reasonable grounds to believe that an electronic device contains evidence pertaining to a breach of the Division's Student Code of Conduct and/or the School Behaviour Policy, it is the expectation that students make available to school administration the unaltered contents of the permanent and/or removable memory of their cellular phone or electronic device, in accordance with Administrative Procedure 320 and Administrative Procedure 321 - Student Search Procedure . Failure to make the contents available can be considered willful disobedience and is grounds for disciplinary action.	
Content				
13	I understand that some material online is protected and cannot be copied without permission. This material is owned by others and they have the right to be protected.		I understand that some material online is protected and cannot be copied without the owner or creator's permission. I understand that this material is owned by others and that they have the right to be protected.	
14	I understand that information found online may not be truthful and should always be verified using several trusted sources. For me to use information for my own learning, I should be confident it is the truth.		I understand that information found online may not be accurate and should always be verified using multiple trusted sources. For me to use information for my own learning, I should be confident it is the truth.	

15	I will only view material at school that I would feel comfortable viewing with my teacher or parents/guardians. I will tell a responsible adult immediately if I come across any information that makes me feel uncomfortable or that I think is inappropriate.		I will only view material at school that I would feel comfortable viewing with my teacher or parents/guardians. I will tell a responsible adult immediately if I come across any information that makes me feel uncomfortable or that I think is inappropriate.	
16	I will check with my parents/guardians or teachers before downloading or installing software or hardware. I know that these actions may be harmful to the computer or other device.		I will check with my parents/guardians or teachers before downloading or installing software or hardware. I recognize that these actions may be harmful to the computer or other device.	
17	I am responsible for ensuring that any content I search, open, or view is appropriate and is supporting my learning. I will make responsible choices in how I spend my time using technology and network access.		I am responsible for ensuring that any content I search, open, or view is appropriate and is supporting my learning. I will make responsible choices in how I spend my time using technology and network access.	
18	Any work I submit in class is completed by me and that any digitally- found parts are properly acknowledged. Any work that I submit is my own and has not been copied / created in any way from other source(s) without proper reference.		I am responsible for ensuring that any work I submit in class is completed by me and that any digital contributions are properly acknowledged. Any work that I submit is my own and has not been copied / curated in any way from another source without proper reference.	

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 and the individual student. 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

<u>Student Endorsement</u>	<u>Parent/Guardian Endorsement</u>
<p>I have read, am aware of, and will follow all guidelines in this agreement. I agree that if I fail to keep my commitment to doing those things listed above that I will be held accountable and there may be consequences 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 consequences if I have broken other school rules.</p> <p>Student Name and Homeroom (printed)</p> <p>_____</p> <p>Student Signature (for Grade 4 only)</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 School Division, 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>	