

PSD 70 – Responsible Use of Technology Agreement Trustee Form

Parkland School Division No. 70 supports and encourages the use of technology to enhance and facilitate learning.

Parkland School Division No. 70 offers a division wide network accessible by personal and division owned technology devices, therefore this Responsible Use of Technology Agreement involves both.

A goal of PSD70 is to ensure that Trustee interaction with technology contributes positively to the learning environment at school and in the community. Trustees' use of technology, inside or outside of school, that degrades or defames students, staff, and members of our communities or Division is unacceptable.

PSD70 uses a web filter to safeguard Trustees and all Division users from inappropriate content, and provides education and supervision to ensure Trustees understand and comply with the safe, legal and responsible use of technology and the information accessed by its use.

I, _____, agree to the following conditions of being a responsible citizen as listed below:
(your name)

Respect and Protect Yourself

- I will take responsibility for my actions when posting/viewing information and images online.
- I will not reveal personal information of other individual(s) with any online service or person.
- I will only use my network account.
- I will follow school and PSD70 policies and behavior standards.
- If I unintentionally access inappropriate material, I will leave that site immediately.
- I will not use the network for commercial or profit reasons, including advertising products or political lobbying.

Respect and Protect Others

- I will not use technologies to degrade or defame others.
- I will obtain permission of the individual(s) involved and a school staff member before photographing, videoing, publishing, sending or displaying information.
- I will obtain permission from individual(s) when sharing commonly created electronic data.
- I will not forward inappropriate materials or communications.

Respect and Protect Intellectual Property

- I will respect copyright laws.
- I understand the importance of correct citation and will use it accordingly.
- I will only download, save or install either full or portions of any software, music, movies, images in accordance with copyright laws.
- I agree that all electronic communication related to the PSD70 mandate and function is in the custody and control of the organization and is a corporate record of the organization.

Respect and Protect Property

- I will take full responsibility for, and respectfully use, any technology available to me within PSD70.
- I will use network bandwidth, file storage space and printers reasonably and responsibly.
- I will report abuse of technology to the Manager of Technology and/or designate.
- I will report security or network problems to the Manager of Technology and/or designate.

Individuals may bring their own personal electronic devices to school/Division for learning purposes. When using the school/Division network, all of the above conditions apply to any personal electronic devices, in addition to the following:

- I realize my personal electronic device will be registered when connecting to the PSD 70 network.

- I realize that by registering/using my device on the schools' network, it can be monitored and my computing activities can be traced back to me.
- I will only connect to the school network, not any other (external/neighborhood) network while in school.
- I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device while connected to the school network.
- I understand the security, care, connectivity and maintenance of my device is my responsibility.
- I understand that the school/Division is not responsible for the loss, theft or damage of my device. I am fully responsible for my property while it is at school.
- Technological support for personal electronic devices is my responsibility.
- I understand that the Manager of Technology and/or designate may access my personal electronic device if there are reasonable grounds to believe that there has been a breach of school/Division rules or discipline policies and that a search of the device would reveal evidence of that breach.

I am signing below to show that I accept the expectations and conditions of this agreement and will use the school/Division network properly as a responsible citizen:

Trustee's signature

Witness

On behalf of Parkland School Division No. 70

Date

Reference Administrative Procedure 140 – Computer Network Acceptable Use
(Available on the PSD website at www.psd70.ab.ca – Our Board – Administrative Procedures)