

July 29, 2011

Dear Parents,

Re: *Student Acceptable Use of Technology Guidelines and Agreement*

In St. Albert Protestant Schools, we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the world. We believe that all students must be ethical digital citizens by following standards of acceptable use when using technology for school-related purposes.

We try to take every measure possible to ensure the safe and appropriate use of our technology and the internet. To complement this, we believe that all students, staff, and parents must adhere to the guidelines outlined in the attached Acceptable Use of Technology Guidelines and Agreement when using the school's technology or accessing the internet. In Section A of the Acceptable Use of Technology Guidelines and Agreement, we outline reasonable expectations for the general use of technology.

Optional for Schools allowing Personal Computing Devices (Section B)

For certain classroom activities, students will be encouraged to bring and use their own personal computing devices for educational purposes. The option to use personal computing devices at school is a privilege. In these situations, students will be expected to uphold the guidelines from Section A of the Acceptable Use of Technology Guidelines and Agreement that they have signed for the General Use of Technology. They will also be expected to use their own personal computing devices only when expressly permitted and for educational purposes only.

Optional for Schools Using Google Apps with Students (Section C)

Students at this school will have access to *Google Apps for Education* (email, online documents, document sharing, calendar, video, etc.) for educational purposes. Google Apps accounts and services are managed by school district personnel. Students will have access to their files, school email, calendars, and collaborative tools to create documents, presentations, and sites whenever they have access to the internet – at any time, from most types of devices. In order to access Google Apps for Education, students will be issued an email address. Students will be expected to uphold the Guidelines from Section A of the Acceptable Use of Technology Guidelines and Agreement in addition to the expectations outlined in Section C: Use of Google Apps for Education at all times when using Google Apps.

Please review with your child, the attached Acceptable Use of Technology Guidelines and Agreement and return the signed copy to school on registration day, Monday, August 29, 2011. If you require clarification, please contact your child's teacher or school principal.

Sincerely,



George Mentz,
Principal



ST. ALBERT PROTESTANT SCHOOLS

Student Acceptable Use of Technology Guidelines and Agreement (Grades 3 – 12)

School _____ Student ID# _____

Student Name _____ Grade _____

Student Section *to be signed yearly

I have read the Acceptable use of Technology Guidelines and Agreement. I agree to follow the expectations contained in these guidelines. I understand that if I violate the agreement, my account can be terminated and I may face other disciplinary measures.

Student signature

Date

Parent Endorsement (Grades K – 12) *to be signed yearly

I have reviewed this document and each paragraph with my child. I have discussed the importance of this agreement with my child.

I understand that computer access is for educational purposes. I will instruct my child regarding acceptable use, including that which is set forth in the Acceptable use of Technology Guidelines and Agreement. I will emphasize to my child the importance of following the rules for personal safety.

I hereby release St. Albert Protestant Schools and its personnel from any and all claims and damages arising from my child's use of, or inability to use, the St. Albert Protestant Schools' computer systems.

I give permission to allow internet access for my child and certify that the information contained in this form is correct.

*Parent/Guardian Name _____ Date _____

*Parent/Guardian Signature _____ Phone _____

An executed faxed copy, telecopy or a portable document format (PDF) copy of this Acceptable Use of Technology Guidelines and Agreement shall have the same force and effect as an originally executed copy of this Acceptable Use of Technology Guidelines and Agreement.



ST. ALBERT PROTESTANT SCHOOLS

Section A: General Use of Technology

As a student of St. Albert Protestant Schools, I value having access to technology to support my learning. I know that along with this privilege goes great responsibility. To demonstrate my commitment and understanding of the level of responsibility that is required, I have read each of the expectations and guidelines listed below. I will abide by the rules and expectations laid out for technology use.

- I understand that having access to technology in school is a privilege. I understand that this privilege may be revoked if I fail to fulfill my responsibilities as a user of this technology and that many, but not all, of these responsibilities are outlined below.
- I will only use technology for educational purposes while in school, unless I have been granted permission by a teacher; and then I will only use the technology within the parameters or guidelines established by the teacher.
- When connected to the internet, I will never use my computer to reveal personal information such as my age, address or phone number, or those of other students or persons.
- I understand that St. Albert Protestant Schools uses a content filter on its internet access, yet I know it is possible that I may encounter inappropriate material, which includes images or text that are pornographic, violent, obscene or offensive to others. I will immediately close the window on the screen that depicts this material. I will then inform my teacher.
- I understand that my personal files and information about every web page I visit may be accessible under the provisions of FOIPP. I am aware that an individual search may be conducted if there is reasonable belief that I have violated the law or the District's Student Acceptable Use of Technology Guidelines and Agreement.
- I understand that my actions using the computer and accessing the internet reflect on me, my class and the school. I will conduct myself accordingly and exercise good judgment.
- I will not download or install any software, music, movies, or files of any nature unless I have been granted specific permission to do so by my teacher and the copyright holder grants permission.
- I will not share my Student Network Logon password or any other user names and passwords provided by St. Albert Protestant Schools' personnel with anyone except my parents or legal guardians.
- I will always log out of the computer and any applications when I have finished using them, or when moving out of sight of my computer. Any actions done on a computer when I am logged in will be traceable to me.
- I will not create, use, display, or store any offensive, obscene, inflammatory or defamatory language or images. I will not use the technology in any way that negatively affects any other student or person.

(Continued...)



ST. ALBERT PROTESTANT SCHOOLS

Section B: Use of personal computing devices at school

Students at this school may bring their own *personal computing devices* which may be able to connect to the school's wireless network. When using student-owned, personal computing devices at school, all of the General Use of Technology Guidelines (Section A) apply as well as the following:

- I will connect to the school's wireless network, and NOT to the school's wired network, or any visible network from the neighborhood. The guidelines below apply regardless of the wireless network used.
- In class, I will use the student owned device only with the teacher's expressed permission.
- The device I am using will have virus protection software which is up-to-date.
- 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's wireless network.
- I understand the security, care and maintenance of my device is my responsibility. I will securely store my device when not in use.
- I understand that the school is not responsible for the loss, theft or damage of my device. I am fully responsible for my property while it is at school.
- I understand that personnel from St. Albert Protestant Schools may access my personal computing device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach. This may include, but is not limited to, audio and video recording, photographs taken on school property that violates the privacy of others, issues regarding bullying, etc.

Student Section *to be signed yearly

I have read the Acceptable Use of Technology Guidelines and Agreement for the use of personal computing devices at school. I accept all responsibility when bringing my own personal computing device to school.

*Student Name _____

*Student Signature _____ Date _____

Parent Section *to be signed yearly

I have reviewed this document and each paragraph with my child. My child understands the expectations and responsibilities associated with using a personal computing device at school as well as the appropriate and ethical use of the technology.

I hereby release St. Albert Protestant Schools and its personnel from any and all claims and damages arising from my child's use of, or inability to use, their personal wireless device on the school's wireless network.

I give permission to allow my child to bring his or her personal computing device to school for educational use.

*Parent/Guardian Name _____ Date _____

*Parent/Guardian Signature _____ Phone _____

An executed faxed copy, telecopy or a portable document format (PDF) copy of this **Use of Personal Computing Devices at School** Agreement shall have the same force and effect as an originally executed copy of this **Use of Personal Computing Devices at School** Agreement.

¹ A personal computing device includes but is not limited to the following that is owned by the student: Laptop computer, netbook, iPad, eReader, iPhone (or other device with internet access - e.g. BlackBerry, Cell Phone, iPod Touch, PDA, Nintendo DSi, etc.)



ST. ALBERT PROTESTANT SCHOOLS

Section C: Use of Google Apps for Education

Students at this school have access to *Google Apps for Education* services (email, online documents, calendar, video, etc.) for educational purposes. Google Apps accounts and services are managed by school district personnel. Student files (e.g. essays, presentations, email, etc.) are stored on Google servers which are located in various countries including the United States of America. Contents will be subject to the law of the jurisdiction. For example, St. Albert Protestant Schools cannot guarantee protection against possible disclosure of emails residing in the United States of America. Therefore individuals should make informed decisions about what kind of information they choose to transmit.

All of the General Use of Technology Guidelines (Section A) apply when accessing resources through Google Apps for Education accounts, as well as the following:

- I understand that my first name and last name will be used by St. Albert Protestant Schools to create a Google Apps account. I will be given rights to access this account.
- I will be provided with an email address (e.g. *firstname.lastname@students.spschools.org*) to use for school purposes. This address is what gives me secured access to my online file storage, documents, and sites.
- I understand that personnel from St. Albert Protestant Schools may access my Google Apps account if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the account would reveal evidence of that breach. This may include, but is not limited to, email messages, gadgets, archived chats, docs, sites, photographs, uploaded documents, etc.
- I understand that my parents or legal guardians also have access to my Google Apps account, including email, docs and sites. I can either log in and give them a tour of my files, emails, and sites, or I or the school personnel can share my logon ID and password with my parents.

Student Section *to be signed yearly

I have read the Acceptable Use of Technology Guidelines and Agreement for the use of Google Apps for Education. I accept all responsibility for using my Google Apps for Education account and email address as set forth in this document.

*Student Name _____

*Student Signature _____ Date _____

Parent Section *to be signed yearly

I have reviewed this document and each paragraph with my child. My child understands the expectations and responsibilities associated with having an email address and using a Google Apps for Education account.

I hereby release St. Albert Protestant Schools and its personnel from any and all claims and damages arising from my child's use of, or inability to use, the Google Apps for Education account.

I give permission to allow my child to have an email address issued by St. Albert Protestant Schools.

*Parent/Guardian Name _____ Date _____

*Parent/Guardian Signature _____ Phone _____

An executed faxed copy, telecopy or a portable document format (PDF) copy of this Use of Google Apps for Education Agreement shall have the same force and effect as an originally executed copy of this Use of Google Apps for Education Agreement.