# Parent / Guardian Consent for Technology Use in Schools

Our school uses computers and other mobile devices in the classroom to help increase student motivation and achievement. We will use laptop sets, tablets and personal mobile devices on the school's wireless network to access online resources and applications (apps) to help students meet learning goals. These Web 2.0 tools and other apps are “cloud computing”. This means that students will store saved work online. Using cloud services will allow many students to work on projects outside of school time.

When using online resources and apps, students may need to enter using their own account, password, and email address. Online privacy is important for the school and district. We need to protect the online work of our students as best we can. Schools will provide each student a user name and email address. We will minimize the use of student real names in their email, user names, and all online schoolwork whenever possible.

The use of electronic devices is now a part of daily life for most students. These devices may help student learning and engage students in the classroom. Positive behaviors about the proper use of these devices must be set up, followed and monitored. We would ask parents and guardians to monitor use and to discuss with their students these behaviors. We thank you for your support.

## Proper Electronic Device Use

## Electronic devices (mobile or desktop) are allowed during class time with teacher permission. Please note that school trips are class time.

## Devices must be turned off right away when asked by the teacher.

## During exams, mobile electronic devices must be securely stored out of sight. The school principal may give permission in special circumstances.

## If a mobile electronic device is to be used as a calculator during tests/exams, the school principal may give permission in special circumstances.

## Improper Electronic Device Use

## If taking photos, audio or video of people (staff or students) or their work, then permission from the person must be obtained.

## Accessing, reviewing, uploading, downloading, storing, printing, posting, or handing out:

## Obscene, sexually graphic material or other images that is harmful to minors;

## Materials that use language or images unsuitable for school;

## Materials that use language or images supporting violence or discrimination toward other people (hate literature). Materials that use language or images that may be considered harassment or discrimination.

* 1. Sending or receiving obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually graphic language.
	2. Posting false or insulting information about a person or organization. Harassing another person or become involved in personal attacks.
	3. Meeting with someone you have met online without your parent's permission and participation.
	4. Participating in any illegal act or break any local, provincial or federal laws.
	5. Destroying, damaging or disabling the property of another person or the school.
	6. Attempting to damage any computer equipment (hardware or software) or trying to damage the schools computer system’s performance.
	7. Obtaining information resources or a person’s materials, information, or files without their permission.
	8. Posting any private details about yourself or another person online. This includes personal contact info, or any other information that will identify a person, such as:
		1. home addresses,
		2. telephone numbers,
		3. identification numbers,
		4. account numbers, access codes or passwords,
		5. labeled photographs or other information that would make the person’s identity easily traced, and
		6. distributing a message sent to a student privately without permission of the student who sent the message.
	9. Logging into the school computer system using another person’s account information. To log in using another person’s account, direct permission from the person must be given.
	10. Breaking copyright laws or license use agreements.
	11. Using a person’s property without their direct permission.
	12. Downloading or exchanging illegally copied software or copy software between school computers.
	13. Copying ideas, works or writing done by another person or source, such as the Internet.
	14. If a student opens materials or visits Internet sites with inappropriate material by mistake, the student must immediately tell the teacher in charge.

## Responsibility

* 1. If students and teachers use their personal mobile electronic devices, they are responsible for keeping the device safe. If a device is stolen or damaged, please notify the school office and administration immediately. If a personal mobile electronic device is stolen or damaged, the owner is responsible. Skins, decals, stickers and other items can be used to help identify your device. Using a case to protect the device is a good idea.
	2. If devices are to be stored during the day, students must ensure that their devices are always stored in a safe and secure place.
	3. If parents or guardians need to contact students during class time, please call the General Office of the school.
	4. School owned mobile devices should be respected and used as instructed by the teacher in charge. Any other use, as instructed by the teacher, could result in a loss of electronic device use.
	5. Using technology in the classroom by students is a benefit. The freedom to use personal electronic devices during class time may be removed. Respecting the mobile electronic use behaviors will ensure that everyone can benefit.
	6. Students should make sure that his/her mobile electronic device is charged before taking it to schools. There may be a limited number of electrical outlets available at school.
	7. Sharing of mobile personal devices with other students may be permitted with written consent provided by the parent or guardian.

## Consequences

Any abuse of school guidelines by a student or group of students will be handled by the school using the school code of conduct.

# Parent and Student Consent for Technology Use

**Grade Level** K-3  4-6 7-9 10-12

You will update this form as the student enters the next school level (K-3, 4-6, 7-9, and 10-12).

Please complete a new form if a student transfers to a different school.

## STUDENT

I understand and will follow the guidelines for use of electronic devices during school and class time.  I understand that breaking any of the guidelines could result in the loss of my technology privileges.  Based on your school’s code of conduct other discipline actions may be taken.

**PARENT / GUARDIAN**

I understand that my child will be responsible for following the guidelines when using electronic devices in school and during class time. I have read and discussed the guidelines with him/her and he/she understands the duty he/she has in the use electronic devices.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree for my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to use

      (Parent / Guardian Name(s) - please print)                        (Name – please print)

**(PLEASE CHECK ALL THAT APPLY)**

* Local school network (school owned desktop computers, laptops, online tools, resources, apps and mobile devices)
* Personal mobile devices

I understand I may remove my consent for all or certain activities at any time by getting in touch with the school principal.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Student | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Parent / Guardian(s): |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |

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Principal Name / School Phone number

This information is collected for the purposes of ensuring parental consent is on file for electronic device use, technology use concerning Web 2.0 tools and computer applications and personal mobile devices.  This information is collected under authority of the Schools Act (1997).  If you have any questions, please contact the School Principal.