



## School District No. 71 (Comox Valley)

### Computer and Internet Responsible Use Agreement

The following agreement is made to help you stay safe and use technology responsibly while at school. This agreement covers using any technology at school including but not limited to computers, internet access, laptops, tablets, iPads, iPods, and cell phones. If you bring your own device to use at school, you must still follow these rules. If you are unsure about what to do when using technology, ask a trusted adult.

#### Looking After Me:

- I will keep my username and password private and not share them with anyone (even my best friend).
- I will tell a teacher or another responsible adult, if I find out another person's password.
- I will only use my own username and password.
- I will only put information about myself online if a teacher says it is okay.
- I will only post pictures of myself online with my teacher and parent's approval.
- I will not agree to go meet any person that I meet online.
- I will tell my teacher or another responsible adult if I receive an inappropriate message that makes me feel uncomfortable, angry, ashamed or afraid.
- I will only use programs and web sites that my teacher has said are okay to use. This includes music, games and social media.
- I will only use school email for school work.
- I will only save school related work on the school computers.
- I will use the school internet to go to sites that my teacher has allowed and will not look up any materials that are inappropriate, offensive, obscene or hateful.
- I will immediately exit out of any inappropriate sites and tell a teacher or responsible adult.
- I will ask the teacher or another responsible adult if I am unsure about doing something online.
- If I use someone else's work I will properly record where I got it from. I will not copy another person's work and pretend that it is my own (plagiarize). This includes pictures that I copy from the internet.

#### Looking After Our Community:

- I understand that I represent my school when I send messages out from a school computer or device when using the internet. This means email, chat, instant-messaging, texting, gaming and social network sites.
- I understand that these messages can be copied, traced or forwarded to other people and once they are sent, they can last forever on the internet.
- I will be respectful and polite in all messages that I send.
- I will only send messages that are not hurtful or mean or forward jokes or chain letters.
- I will first ask for the sender's permission before I pass on a message that someone sent to me.
- I will only use the computers for legal purposes.
- I will only go into other people's files, folders or information if they give me permission.
- I understand that administrators can see anything that I have done using the school system and that they don't need to check with me before they look at how I have been using the computers.
- I will only put pictures or personal information of others from my community online with their permission.
- I will only make video recordings or record the voices of another student or teacher with their permission.

- I will only take pictures of any other students or teachers with their permission.
- I will leave security settings as they are on school computers. I will tell my teacher if I think I have found a security problem.

**Looking After Our Belongings:**

- I will obey the school's rules such as no food or drink and no running or horseplay, to protect the computers, tablets and laptops.
- I will treat equipment carefully and with respect including: computers, laptops, tablets, iPads, iPods, headphones, printers, cameras, scanners, projectors, Smartboards and Brightlinks.

**If I Bring My Own Device to School:**

- I understand that, with permission I will be allowed to connect my own device (laptop, tablet, iPod, iPad, phone) to the school district WiFi to use the internet.
- I understand that when I use my own device at school, I must still follow all of the rules outlined in this agreement.
- I understand that teachers and administrators can take my device away if it they have reason to believe that it contains inappropriate content.
- I will take full responsibility for my technology device. The school is not responsible for the security of my technology.
- I will only use my device when the teacher has given me permission.
- I will only use my device for educational purposes.
- I will only go through the school district internet and will not use my 3G or 4G connection.

**Using technology in School District #71 (Comox Valley) is a privilege, not a right. I understand that if I don't follow the agreements above, I may lose the privilege to use technology in School District #71.**

**I have read all the of this Responsible Use agreement, and agree to follow all of the rules and expectations listed above.**

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**Student Name**

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**Grade**

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**Date**

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**Signature**