

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE - EXHIBIT: STUDENT RESPONSIBLE USE
OF TECHNOLOGY AGREEMENT**

<i>EXHIBIT CODE:</i>	<i>608 E 001</i>
Policy Reference: 608 – Personal Digital Devices	Procedure Code Reference: 608 P 001 – Personal Digital Devices

EXHIBIT

Student Responsible Use of Technology Agreement:

Medicine Hat Public School Division (MHPSD) provides access to the Division's network and Information Technology (IT) equipment to enhance learning for students and facilitate work activities for staff, contractors, and volunteers. All users shall adhere to the following standards of responsible use when accessing either Division IT resources (software, hardware, network, and Internet), or their own personal digital device for educational or business purposes. MHPSD reserves the right to access, audit, and monitor use of all supplied IT resources, without prior notice to the user, to maintain the integrity of the system and to ensure responsible use.

Responsible Use:

1. I will follow all school Division policies and administrative procedures regarding responsible use of technology.
2. I will take responsibility for, and respectfully use, IT resources and equipment available to me.
3. I will take responsibility for my actions when viewing and posting information and images online.
4. I will treat others with respect and use appropriate language and images when communicating with others.
5. I will only use IT resources and equipment for legal and appropriate activities.
6. I will abide by copyright laws and use correct citation of my information sources.
7. I will only use my own account(s) and my own electronic data
8. I will keep my password confidential.

9. I understand I am responsible for any actions performed on a device while I am logged on, therefore I will always log out when finished or when I am away from the workstation.

Safe Use:

1. I will keep my personal information secure, including my age, address, and phone number.
2. I will help maintain a safe digital environment by reporting any inappropriate material, security, or network problems to a teacher, administrator, or system administrator.
3. I understand the Division uses a web filter to safeguard students and staff from inappropriate content, but that it may not always be possible to block inappropriate content.
4. I will not distribute inappropriate content.

Appropriate Use:

1. I will obtain permission of the individual(s) involved and of a school staff member before photographing, videoing, publishing, sending, or displaying their information online.
2. I will obtain permission from individual(s) when sharing commonly created electronic data.
3. I will use IT resources and equipment in an appropriate manner so as not to disturb system performance and to not breach security standards.
4. I will not use any MHPSD Information Technology resources for political lobbying, product advertising, personal profit, or private business. I will only download, save, or install either full or portions of any software, music, movies, and images in accordance with MHPSD standards and copyright laws.

Digital Citizenship:

1. I understand not all information on the Internet is true and accurate, therefore I will learn to assess the information that I find.
2. I understand Network Administrators may review files and communications to maintain integrity of the system and to ensure responsible use.
3. I understand that it is my responsibility to respect myself and others in using technology and use it in a way that will not harm or negatively affect myself or others.

Personal Digital Devices:

Individuals may use their own personal digital devices on the Division/guest network. When using a personal digital device, all of the above conditions apply, in addition to the following:

1. I realize that by logging my personal digital device on the Division/guest network, the device can be monitored and my digital activities can be traced back to me.
2. I will only connect to the Division wireless network, and not the wired network or any other external network, even though other networks from the neighborhood might be visible to me.
3. I will ensure my personal digital device is equipped with current virus protection software if supported by the device.



4. I will turn off all peer-to-peer sharing (messaging/music/video/gaming) software or web-hosting services on my device while connected to the division network.
5. I will use my personal digital device in accordance to my school's Personal Digital Device guidelines.
6. I understand the security, care, connectivity, and maintenance of my device is my responsibility.
7. I understand MHPSD is not responsible for the loss, theft, or damage of my device.
8. I understand technical support for my personal digital devices is my responsibility.

STUDENT AGREEMENT

I understand that when I am using the Internet I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by International, Federal, Provincial or Municipal law and the policies and regulations of the Division.

My signature means that I agree to follow the above standards of MHPSD Student Responsible Use of Technology Agreement.

Student Name (please print) _____

Signature: _____

Date: _____

PARENT/GUARDIAN AGREEMENT (For students under 18 years of age on September 1st, they must also have the signature of a parent or guardian who has read this agreement.

As the parent or guardian of this student, I have read MHPSD Student Responsible Use of Technology Agreement and understand that Internet access is designed for educational purposes. I understand that it is impossible for the Division to restrict access to all unacceptable materials and I will not hold the Division responsible for materials acquired on the Internet. I have reviewed all of the points under this agreement with my child. I hereby give my permission for my child to access the Internet.

Parent/Guardian Name (please print) _____

Signature: _____

Date: _____

Approved: December 17, 2013

Revised: December 9, 2024

