



**New Horizons School
Student Acceptable Use Agreement
for Technology Use
2023-2024**

The information requested on this form is collected pursuant to the School Act, Section 34, New Horizons School Society Policy #201, and in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). The information will be used to establish that students, parents and teachers have an understanding of Board Policy #201 for Acceptable Internet Use and have consented to the rules and precautions in place for such usage. If you have questions concerning the collection or use of this information, please contact the principal.

Student Name: _____ Grade: _____

School Year: _____

*This agreement is renewed every **three years** or sooner upon revision.*

SCHOOL ASSIGNED DEVICES

New Horizons School is pleased to be able to offer one-to-one device use for students from grades 3-9. Students from K-2 have frequent access to iPads and computers as well.

Students who are assigned devices are expected to adhere to all the terms in this *Acceptable Use for Technology Use Agreement*. Students are expected to use their assigned device (not a personal device) to access the Internet while using the School's Wide Area Network for their course-work and research.

All devices issued to students are owned by and are the property of New Horizons School. Devices are issued for educational use only, and use of a device for any purpose other than educational use may result in consequences, up to and including loss of device privileges or other consequences as allowed by the Student Code of Conduct.

PERSONAL DEVICES

Students from Grades 6-9 are permitted to use personal devices at School. Information regarding acceptable use with personal devices is identified in a later section of this agreement.

THE INTERNET

Students at New Horizons School are provided access to the Internet using the School's Wide Area Network. The internet, a network of computer networks, allows our students to interact

with hundreds of thousands of networks and computers. Within our School, the internet and e-mail are increasingly being used by our students for educational purposes and have become an integral part of our program. There is no intent that students use internet access from School computers for personal use. The internet is similar to other student learning resources such as books, magazines, videos, and text books.

The expectation is that students will use technology in accordance with New Horizons School's standards for the *Acceptable Use Agreement for Technology Use (2023-2024)*, Board Policy #201 (Information Technology Use) as well as the School's Code of Conduct.

SECURITY MEASURES

The School may provide additional security measures as is technically possible for devices that will be used outside the School's network filters. This may include device security settings and/or software that may be used to manage and safeguard the School's electronic resource. These tools may be used to track the School's inventory, block questionable sites, or limit access to sites when connected to the internet outside of the School's network.

DISCLAIMER

While New Horizons uses technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the School to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, a student may run across areas of adult content and some material that parents/guardians might find objectionable. Moreover, the School makes no guarantee of quality of services provided and is not responsible for any claims, losses, damages, costs or other obligations arising from the use of the School's network or the electronic device. Any charge(s) accrued to the user while using the School's network are the responsibility of the user. Liability and responsibility for statements made by an individual user on the internet are specific to that user and do not represent the views of the School, its employees, or members of the School Board.

UNACCEPTABLE MATERIAL

Because access to the Internet provides connections to other computer systems located all over the world, students (and parents) must understand that neither New Horizons School or New Horizons School staff member control the content of the information available on these other systems. Some sites accessible via the internet may contain material that is inaccurate or inappropriate for educational use in a K-12 setting, such as hate literature, pornography, and information related to immoral or illegal activities.

The School does not condone the use of such materials and does not permit usage of such materials in the School environment. The School uses internet filtering software in addition to teacher supervision to reduce the likelihood of students accessing inappropriate internet sites. In the event a student inadvertently accesses an inappropriate internet site, they must advise the supervising teacher of the inadvertent access.

CONDITIONS AND RULES FOR USE

New Horizons School reserves the right to **access, audit and monitor use** of all supplied Information Technology (IT) resources for non-compliance to this policy, without prior notice to the user. There is no expectation of privacy on behalf of the user with regard to information technology resources.

It is a general policy that all computers used through the School's networks are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the guidelines for the use of the network as described below may result in the revocation of access privileges and possible disciplinary action.

DEVICE CARE

UNACCEPTABLE USE

Unacceptable uses of School-owned devices include, but are not limited to:

- leaving School-owned devices in any unsupervised area, including the hall, break out spaces, lobby, backpack, or lockers.
- eating, keeping, or storing food or drink (including water) next to a School-owned device.
- carrying the device while the screen is open.
- placing any writing, stickers, or labels on the device that are not provided or directed by the School.
- using School computers or other School-owned devices during breaks and lunch hour without the consent of a teacher.
- using the network for any illegal activity, including violation of copyright or other laws.
- using the network in ways which violate School policies and behavior standards.
- using the network for financial or commercial gain.
- changing, degrading or disrupting equipment or system performance.
- invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
- wasting technology resources, including bandwidth, file space, and printers by downloading music or video files, except for those identified as legitimate curriculum resources.
- gaining unauthorized access to resources or entities.
- using an account owned by other users with or without their permission.
- posting personal communications, including photos of another person, without that other person's consent.
- giving one's account and password information to other users.
- downloading or installing any applications or extensions without the express permission of their teacher.
- accessing any games or non-educational sites without the express permission of their teacher.

Screen Care

Device screens are delicate and can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean or place anything on top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not poke the display.
- Do not place anything on the keyboard before closing the lid (eg: pens, pencils, or headphones).

INSPECTION BY THE SCHOOL

The School has the right at any time to visually inspect the equipment and to perform periodic inventories, or to review the contents of any message, file, or software stored or maintained on the device. **There is no expectation of privacy with respect to a School-issued and owned device.**

MAINTENANCE, REPAIR, LOSS, OR DAMAGE

Normal and reasonable wear and tear are expected. New Horizons will provide regular repair and maintenance free of charge on all School-issued devices. **Negligence will not be tolerated.** It is the Student's responsibility to provide reasonable care and coordinate required repairs through their homeroom teacher or the principal. Damage, loss, or theft of the property must be reported to the principal by the next school day following the occurrence. The Student and their parent(s)/guardian(s) are responsible for the cost of repair or replacement of deliberately damaged devices or devices damaged through negligence. **Parents will be invoiced for the cost of parts and labour incurred for repair up to, but not exceeding the cost of the device.**

NETWORK ETIQUETTE

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- being polite in all communications to others.
- not sending mass emails to any classmates or other recipients (known as 'spamming').
- using appropriate language.
- being compliant with municipal, provincial, federal or international law in all activities.
- maintaining the confidentiality of personal information, including images, addresses and phone numbers.
- not using the network in such a way that it would disrupt the use of the network by others.
- assuming that all communications and information accessible via the Internet are the private property of those who put it on the Internet.
- not opening, using, or changing files, documents, etc. that do not belong to the student.

PERSONAL DEVICES (Wireless)

Students from grades 6-9 may bring their own personal electronic devices which may be able to connect to the School wireless network.

Because the School offers students a device for School purposes, it is expected that personal devices will not be used in the classroom without the explicit consent of the teacher.

A login and password will be made available to them on the guest network which has the same filters as the School network.

When at School, all of the conditions stated in this *Acceptable Use for Technology Use Agreement* apply to student-owned, personal electronic devices. Parents and students must understand and adhere to the following if the Student brings a personal device to School. Students will:

- leave their personal devices secured **in their lockers** or designated drop-off zones in the classroom during class time.
- *use the student-owned device in class only with the teacher's expressed permission.*
- connect only to the School wireless network, and **NOT** to the School's wired network, or any other (external) wireless network, even though other networks for the neighborhood might be visible inside the School.
- use devices that have up-to-date virus protection software.
- turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on his/her device while connected to the School wireless network and respect the personal information of others.
- securely store and charge the device when not in use and understand the security, care and maintenance of the device is their responsibility.
- understand the School is not responsible for the loss, theft, or damage of their device - students are fully responsible for their property while it is at School.
- understand School and contracted IT personnel may access their personal electronic device if there are reasonable grounds to believe there has been a breach of School rules or discipline policies and that a search of the device would reveal evidence of the breach. This may include, but is not limited to, audio and video recording, photographs taken on School property that violate the privacy of others, and issues regarding bullying, etc.
- exercise appropriate security procedures at all times when using their own devices in conjunction with the School's wireless network.

Failure to adhere to these conditions may result in students being required to store their device in a secure location in the School office while at School.

VANDALISM AND HARASSMENT

Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, the internet or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creating of computer viruses. *Harassment* is defined as the persistent annoyance of another user or the interference of another user's work.

Vandalism and harassment will result in cancellation of user privileges and possible disciplinary action.

USE OF SCHOOL ASSIGNED DEVICES OUTSIDE OF CLASS TIME

At times, students may need to use their School computers to work on School-related activities. Students may use their laptops during recesses and breaks if the following conditions are met:

- The student is given permission by a teacher and is under the supervision of that teacher.
- The student is using the computer in the absence of food and beverage.

PENALTIES FOR IMPROPER USE

School and contracted IT personnel may access a student's personal electronic device or School issued device if there are reasonable grounds to believe there has been a breach of School rules or discipline policies and that a search of the device would reveal evidence of the breach. This may include, but is not limited to, audio and video recording, photographs taken on School property that violate the privacy of others, and issues regarding bullying, or other violations of the School's Code of Conduct.

VIOLATIONS OF THIS AGREEMENT MAY RESULT IN THE FOLLOWING:

- restricted network access,
- loss of network access,
- disciplinary action, and/or
- legal action.

Please retain this and the preceding pages for your reference.

**New Horizons School
Student Acceptable Use Agreement
for
Technology Use**

Required Signatures

Teacher

I have explained the purpose of this *Acceptable Use Agreement for Technology Use (2023-2024)* to the student named below. In addition, he/she has been informed about his/her responsibility in properly using the Internet for educational purposes and what penalties will result in his/her violation of the conditions of the *Agreement*.

Name (please print): _____

Signature: _____ Date: _____

Student

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 New Horizons Charter School Society. My signature below means that I understand and agree to the guidelines of the *Acceptable Use Agreement for Technology Use (2023-2024)*.

Student Name (please print): _____

Signature: _____ Date: _____

Parent or Guardian

Students under the age of 18 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 the *Acceptable Use Agreement for Technology Use (2023-2024)* and understand that Internet access is designed for educational purposes. I understand that it is impossible for New Horizons School to restrict access to all unacceptable materials and I will not hold New Horizons Charter School Society responsible for materials acquired on the Internet. I have reviewed all of the points in this *Acceptable Use Agreement for Technology Use (2023-2024)* in its entirety. I hereby give my permission for my child to access the Internet.

Parent/Guardian Name (please print): _____

Signature: _____ Date: _____