



## **New Horizons School Student Acceptable Use of Technology Agreement**

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*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.*

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### **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 of Technology 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 are permitted to use personal devices at School. All student use of personal devices must abide by [Ministerial Order #014/2024](#). Highlights include:

- A per the Ministerial Order, "'personal mobile device' means any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, or smartwatch."
- "Children and students may not use personal mobile devices during instructional time. If children and students have personal mobile devices with them during instructional time, they are required to keep these devices on silent or powered off, and stored out of view" (at NHS "out of view" means in student lockers).
- "Children and students may not access social media on school networks or on school devices."
- "Limited use of personal mobile devices must be permitted, as determined by a principal or equivalent, for health or medical reasons or to support special learning needs."
- "Limited use of personal mobile devices may be permitted for educational or other purposes, as determined by a principal or equivalent."
- "Limited access to social media may be permitted, as determined by a principal or equivalent."

### **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 *Ministerial Order #014/2024*, New Horizons School's standards for the *Acceptable Use of Technology Agreement*, 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 members 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 may bring their own personal electronic devices, though they are not to be connected to the school's wireless network. During the school day students in Kindergarten to grade 6 may not use their personal devices and they must be stored in their backpack/locker (Smart Watches may be worn, but not actively used). Students in grades 7-9 may use their personal devices during recess times only and not during the eating portion of the lunch hour AND must adhere to the *Acceptable Use of Technology Agreement*.

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.

When at School, all of the conditions stated in this *Acceptable Use of Technology 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 express permission.*
- 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 their device while connected to the School wireless network and respect the personal information of others.
- 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.

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
- involvement of local law enforcement.

Please retain this and the preceding pages for your reference.