



Digital Citizenship & Acceptable Use Agreement

(For Students in Kindergarten to Grade 4)

HOLY SPIRIT CATHOLIC SCHOOL DIVISION

While enrolled with Holy Spirit Catholic School Division, all students must adhere to standards of acceptable use when using electronic devices. This expectation applies to all electronic devices whether, they are school-owned or personally-owned. **Digital citizenship and responsible use extend beyond the end of the school day to include all after hours, evening and weekend use, regardless of which network or devices are being accessed.** Parents/guardians are partners in a student's education and have a responsibility to model and enforce digital citizenship and acceptable use outside of school hours.

Students in Holy Spirit Catholic School Division value having access to school-provided technology (including hardware, software and network access) to support learning. Along with this opportunity comes great responsibility. To show commitment and understanding of the level of responsibility that is required, students and parents are asked to initial beside each of the expectations and guidelines below (note: each item must be initialed by the student and his/her parent/guardian to show that together they have reviewed each item and that the student agrees to follow the rules and expectations laid out for technology use). This agreement will be kept on file at the school for the 2023/24 school year. There is a similar agreement for students in grades 5-12. Failure to initial, sign and return this agreement will prevent a student from using technology (hardware, software and/or network access) while at school.

| Personal Usage and Responsibilities | | | | |
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| | For Students: | Student Initial | For Parents/Guardians: <i>(Here is some suggested language on how to talk with your child about their responsibilities)</i> | Parent Initial |
| 1 | I will treat others with respect when I use technology. My words and actions matter. I will be held accountable for my online behaviour in and out of school. I will follow the law and strive to be kind to myself and others. | | I will treat others with respect when I use technology. I understand that my words and actions while using technology affect others. I will be accountable for my online behaviour in and out of school. I will not use technology in a way that breaks the law, that is unkind or that will hurt myself or others. | |
| 2 | I will not send, respond to or share any messages or images that are mean, threatening, or in any way make me or others feel uncomfortable. It is not my fault if I receive inappropriate messages. I will tell a caring adult if I see | | I will not send, respond to or share any messages or images that are mean, threatening, or in any way make me or others feel uncomfortable. It is not my fault if I get a message that is not appropriate. I will report any | |

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| | anything like this. | | situations like this immediately to a responsible adult. | |
| 3 | <p>I will be open and honest with my parents/guardians and my school about my online friends and activities.</p> <p>I want to keep myself and others safe. I know that I can get help from caring adults in my life.</p> | | <p>I will be open and honest with my parents/guardians and my school about my online friends and activities.</p> <p>By being open with parents/guardians and school staff, I will do my part to keep myself and others safe. Adults can also work better together to help me when needed.</p> | |
| 4 | <p>While at school, I will store any personal technology in my backpack during class time.</p> <p>I need permission from a teacher to use my own device, even before and after school.</p> | | <p>While at school, I will store any personal technology in my backpack during class time.</p> <p>I will only use my personal technology when permitted by the classroom teacher. If I need to reach someone using my personal device, I will ask permission first. Once I am at school, this access rule applies.</p> | |
| 5 | <p>I will not use devices or digital accounts belonging to other students nor will I lend my own devices to other students.</p> <p>I will use the device assigned to me in class every time. That way, I can be responsible for that device only. Doing group work where we share a device, I will follow my teacher's directions for device use.</p> | | <p>I will not use devices or digital accounts belonging to other students nor will I lend my devices to other students.</p> <p>If I am assigned a device for use in a class, I will only use the device assigned to me. When I am the sole user of that device (unless in group work situations), I know exactly how it is being used and am responsible for that use.</p> | |
| 6 | <p>I will remember that I need to balance technology use with other activities.</p> <p>I am healthiest when I have balance in all areas of my life, which includes thinking about my use of technology.</p> | | <p>I will remember that I need to balance technology use with other activities.</p> <p>I am healthiest when I have balance in all areas of my life, which includes thinking about my use of technology.</p> | |
| 7 | <p>I know that teachers (or administrators) can temporarily take my school-owned or personal device if it is determined that it is not being used in a responsible, respectful manner that follows this agreement.</p> <p>When that happens, I may have to complete my work without the use of technology.</p> | | <p>I recognize that teachers (or administrators) have the authority to temporarily take my school-owned or personal device if it is determined that it is not being used in a responsible, respectful manner that follows this agreement.</p> | |

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| 8 | <p>I know that technology is a tool that can support my learning and I have the responsibility to follow teacher directions/ instructions when using any technology.</p> | | <p>I recognize that technology is a tool that can support my learning and I have the responsibility to follow teacher directions/instructions when using all technology.</p> | |
| <p>Privacy</p> | | | | |
| 9 | <p>I have the responsibility to protect my personal information and that of my family and schoolmates. I will not do anything to risk safety and privacy. I will not share private information. That is unkind. I will not make pictures, videos or voice recordings of teachers or classmates without permission.</p> | | <p>I have the responsibility to protect my personal information and that of my family and schoolmates. I will not do anything to jeopardize safety and privacy. This includes not posting full names, school names, addresses, phone numbers, e-mails, or any information that would indicate specific people, times and places. It also means that I will not photograph or audio and/or video record teachers or students while at school or on school property without their express permission and after talking with school staff.</p> | |
| 10 | <p>I am personally accountable for the passwords that I use to sign in to technology and applications. I will not share my passwords with others, nor use the passwords of others, even if they have been shared with me.</p> | | <p>I am personally accountable for the passwords that I use to sign in to technology and applications. I will not share my passwords with other students, nor will I use the passwords of other students or staff members, even if they have been shared with me.</p> | |
| 11 | <p>I am aware of and understand that my online activity while using school devices and any school network is monitored by the Information Technology Department of Holy Spirit Catholic School Division. Everything I do online can last forever, and safety is most important.</p> | | <p>I am aware of and understand that my online activity while using school devices and any school network is monitored by the Information Technology Department of Holy Spirit Catholic School Division. I will conduct myself appropriately at all times and recognize that any data collected may be used in part of a disciplinary action if appropriate.</p> | |
| 12 | <p>I recognize that, by law, my parents and school administration have the authority to access all information and applications used on all devices that I use at the school, whether they are personal or school-owned. If I have</p> | | <p>I recognize that, by law, my parents and school administration have the authority to access all information and applications used on all devices that I use at the school, whether they are personal or school-owned. If staff have</p> | |

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| | <p>content on my phone that goes against this agreement, I should share it when asked to.</p> | | <p>reasonable grounds to believe that an electronic device contains evidence pertaining to a breach of the Division’s Student Code of Conduct and/or a School Behaviour Policy, it is the expectation that students make available to school administration the unaltered contents of the permanent and/or removable memory of their cellular phone or electronic device, in accordance with Administrative Procedure 320 and Administrative Procedure 321 - Student Search Procedure. Failure to make the contents available can be considered willful disobedience and is grounds for disciplinary action.</p> | |
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Content

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| 13 | <p>I understand that some material online is protected and cannot be copied without the owner or creator’s permission. This material is owned by others and they have the right to protect it.</p> | | <p>I understand that some material online is protected and cannot be copied without the owner or creator’s permission. This material is owned by others and they have the right to protect it.</p> | |
| 14 | <p>I understand that information found online may not be truthful and should always be verified using several trustworthy sources. For me to use information for my own learning, I should be confident it is the truth.</p> | | <p>I understand that information found online may not be truthful and should always be verified using several trustworthy sources. For me to use information for my own learning, I should be confident it is the truth.</p> | |
| 15 | <p>I will only view material at school that I would feel comfortable viewing with my teacher or parents/guardians. I will tell a responsible adult immediately if I come across any information that makes me feel uncomfortable or that I think is inappropriate.</p> | | <p>I will only view material at school that I would feel comfortable viewing with my teacher or parents/guardians. I will tell a responsible adult immediately if I come across any information that makes me feel uncomfortable or that I think is inappropriate.</p> | |
| 16 | <p>I will check with my parents/guardians or teachers before downloading or installing software or hardware. I know that these actions may be harmful to the computer or other device.</p> | | <p>I will check with my parents/guardians or teachers before downloading or installing software or hardware. I recognize that these actions may be harmful to the computer or other device.</p> | |

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| 17 | <p>I am responsible for making sure that any content I search, open or view is appropriate and is supporting my learning. I will make responsible choices in how I spend my time using technology and network access.</p> | | <p>I am responsible for ensuring that any content I search, open, or view, is appropriate and is supporting my learning. I will make responsible choices in how I spend my time using technology and network access.</p> | |
| 18 | <p>Any work I submit in class is completed by me and any digitally-found parts are properly acknowledged. Any work that I submit is my own and has not been copied/created in any way from other source(s) without proper reference.</p> | | <p>I am responsible for ensuring that any work I submit in class is completed by me and that any digital contributions are properly acknowledged. Any work that I submit is my own and has not been copied/curated in any way from another source without proper reference.</p> | |

Consequences for Breaches of the 2023-2024 Digital Citizenship & Acceptable Use Agreement

Student devices are expected to be stored during instructional time, until permitted by a teacher. If digital devices are used without permission or outside of these expectations, school protocols around student discipline will be followed. Note that consequences will be based upon the frequency and severity of the infraction(s) and its impact on others and the individual student. Please see [Administrative Procedure 315 - Student Code of Conduct](#) and [Administrative Procedure 319 - Suspension and Expulsion of Students](#).

Acceptable Use of Technology Student and Parent Declaration

| Student Endorsement | Parent/Guardian Endorsement |
|--|---|
| <p>I have read, am aware of, and will follow all the guidelines in this agreement. I agree that if I fail to keep my commitment to do the things listed above that I will be held accountable and may have consequences which may include (but are not limited to) loss of technology and network privileges temporarily or for the entire school year. I understand that there may be other consequences if I have broken other school rules.</p> <p style="margin-top: 20px;">Student Name and Homeroom (printed)</p> <p>_____</p> | <p>I have reviewed this document with my child and have initialed each expectation. I have discussed the importance of this agreement with my child. My child is aware of the expectations and responsibilities associated with the proper use and handling of school devices as well as the appropriate and ethical use of all technology as a student within Holy Spirit Catholic School Division, both on and off campus. My child has been informed that the consequences of not upholding their responsibilities will result in their technology privileges being suspended or withdrawn and that there may be other disciplinary consequences.</p> <p style="margin-top: 20px;">Parent/Caregiver Name (printed)</p> <p>_____</p> <p style="margin-top: 20px;">Parent/Caregiver Signature</p> <p>_____</p> |
| <p>Date _____</p> | |

The personal information collected through the Digital Citizenship & Acceptable Use Agreement ensures understanding and compliance with the policies and procedures surrounding the safe and responsible use of technology within the Holy Spirit Catholic School Division. This collection is authorized by section 33 of the Freedom of Information and Protection of Privacy Act. For questions about the collection of personal information, contact the school division's FOIPP Coordinator at 403-327-9555, by email at foippcoordinator@holyspirit.ab.ca, or mail to 620 12B Street North; Lethbridge, AB T1H 2L7.