

## **Student Responsible Use of Technology Agreement**

### **Purpose**

This document outlines the principles of **digital citizenship** for students, guiding them on using technology responsibly and ethically. It emphasizes key aspects of digital citizenship, such as online safety, privacy, respecting creative work, and engaging positively with others in online spaces. Defining acceptable and unacceptable technology practices aims to foster a safe and productive digital learning environment for all. This document acts as an agreement between the Division, students, and parents/guardians to uphold these principles and promote responsible technology usage.

### **Principles**

Students understand that they are responsible for safely, ethically, and respectfully using technology. These actions include:

#### **Protecting my privacy and the privacy of others**

- I will protect my personal information, including passwords, accounts, and digital documents.
- I will make informed choices about what I share online and communicate with others carefully.
- I will use my GYPSD Gmail account for school purposes only.
- I will respect the privacy of others and not attempt to access or impersonate their accounts or persons.
- I will report any inappropriate behaviour directed at me or others online and seek support from an adult if needed.

#### **Respecting creative work and intellectual property**

- I will properly cite all sources, including the use of artificial intelligence.
- I will validate information and acknowledge all primary and secondary sources.
- I will be mindful of copyright laws to avoid copyright infringement.
- I will be transparent about the use of any digital resources in my learning, including the use of artificial intelligence.

#### **Promoting positive online interactions**

- I will communicate respectfully with others online.
- I will be a responsible member of online communities and contribute positively to discussions.
- I will treat everyone with respect, even if I disagree with them.
- I will consider the impact of the information, images, and personal information I post about myself and others.
- I will show respect for others by avoiding websites, platforms and applications that are degrading, pornographic, racist, hate-filled, or otherwise inappropriate.

## Using technology for learning and growth

- I will use technology to create, learn, and make a positive difference.
- I will access and use technology for only educational purposes or other reasons connected to the Division.
- I will treat school technology with respect and report any damages.
- I will continuously learn about new technologies and how to use them effectively and ethically.
- In addition to these principles, I will respect my school's expectations of responsible technology use.

## Maintaining a healthy balance

- I will understand how technology can affect my physical, mental, and emotional well-being.
- I will balance my technology use with other activities.

## Irresponsible Uses of Technology

Students understand that the following actions are unacceptable:

- Attempting to bypass security settings and filters.
- Installing or using illegal software or files, including copyright-protected materials and unauthorized software.
- Sending or distributing hateful, discriminatory, or harassing digital communications.
- Using technology to harass, intimidate, or threaten others. Posting any content (images, text, audio, video, etc.) about others online without their permission.
- Presenting someone else's work as your own, including artificial intelligence

If any unacceptable actions are carried out, including those listed above, consequences may include a loss of technology privileges, disciplinary action, financial compensation, and/or appropriate legal action as outlined in *AP 350 - Student Conduct*.

## Expectations

This document is included in the Division's annual online student registration process which acknowledges consent to the above. Staff may also review this information with students when accessing technology at the school.

By acknowledging AP 140-01 Student Responsible Use of Technology, students are held accountable to the following:

- Administrative Procedure 140 – Responsible Use of Technology;
- Administrative Procedure 145 – Use of Personal Electronic Devices on School Premises;
- Administrative Procedure 146 – Responsible Use of Social Media, and
- Administrative Procedure 350 – Student Conduct.

Reference: Freedom of Information and Protection of Privacy Act Criminal Code (Canada)  
ISTE DigCit Competencies  
Digital Citizenship in Action  
ISTE Creating Effective Responsible Use Policies in Schools document

The Digital Citizenship Handbook for School Leaders  
Ethics in a Digital World  
Deepening Digital Citizenship: A Guide to Systemwide Policy and Practice  
Los Angeles Unified School District Responsible Use Policy  
Multiple Alberta Divisions Responsible Use Policies

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