

ADMINISTRATIVE PROCEDURE

**INFORMATION TECHNOLOGY DIGITAL CITIZENSHIP AGREEMENT
ELEMENTARY STUDENTS**

Dear Parents/Guardians:

In order to enhance the learning and empowerment of our students and maintain an effective and safe electronic learning environment, the District School Board of Niagara (DSBN) requires that all students follow the rules and responsible use of technology as stated in this Digital Citizenship Agreement. Parents, guardians, students and teachers are asked to discuss the contents of this Digital Citizenship Agreement. A parent/guardian signature is required on this agreement form before student access is granted to use technology in the school setting for the current school year.

Using Technology Responsibly

Students will:

- ✓ always use technology at school for educational purposes;
- ✓ use their personal mobile device for educational purposes, as directed by an educator, or to support their health, medical or special-education needs;
- ✓ always have permission before using technology;
- ✓ treat technology with respect;
- ✓ only use their own login, unless their teacher tells them to use a different login and will never share their login with anyone;
- ✓ tell a teacher right away if there is something wrong with their technology;
- ✓ use respect and good manners when they communicate through technology;
- ✓ only visit websites their teacher gives them permission or direction to visit;
- ✓ follow the procedures for citation when using other people's work;
- ✓ tell a teacher right away if they see something on technology that makes them uncomfortable, and/or which they suspect or know to be inappropriate;
- ✓ report any form of online harassment or cyberbullying.

Technology owned by students and staff are included in this agreement.

Actions If Students Do Not Use Technology Responsibly

In accordance with the DSBN's policy, school and DSBN administrators, with appropriate consultation, will decide if technology has been used inappropriately. If deemed inappropriate, school staff and DSBN administrators will determine the consequences and/or disciplinary actions consistent with DSBN policy.

For more information regarding the DSBN's Code of Conduct for schools, please contact school administration or visit the school's website at: www.dsbni.org/schools/websites.aspx

My child and I have read and understand the DSBN's Information Technology Digital Citizenship Agreement and agree to follow it as outlined above.

Student Name: _____ School: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

**INFORMATION TECHNOLOGY DIGITAL CITIZENSHIP AGREEMENT
SECONDARY STUDENTS**

In order to enhance the learning and empowerment of our students and maintain an effective and safe electronic learning environment, the District School Board of Niagara (DSBN) requires that all students follow the rules and responsible use of technology as stated in this Digital Citizenship Agreement. Parents, guardians, students and teachers are asked to discuss the contents of this Digital Citizenship Agreement. A parent/guardian signature is required on this agreement form before student access is granted to use technology in the school setting for the current school year.

Students are accountable for:

- adhering to the standards of courtesy and behavior consistent with the DSBN's Code of Conduct for schools Policy;
- using their personal mobile device for educational purposes, as directed by an educator, or to support their health, medical or special-education needs;
- respecting others' privacy and personal information when using technology;
- keeping personal information private (i.e., not publishing pictures, names, addresses, phone numbers);
- reporting any form of online harassment or cyberbullying;
- responsibly using computer and network resources, Internet and electronic communication tools for specific projects, research methods or other educational purposes as outlined by the teacher or designated staff member;
- treating technology with respect; only gaining authorized access to any digital system and reporting known technical, safety or security problems to a teacher or supervising staff member;
- transmitting, posting or downloading digital content or software in accordance with copyright laws;
- only using another person's intellectual property with proper consent;
- providing proper citation when using another person's work, or intellectual property.

The term "technology" as used in this document refers to, but is not limited to, the DSBN's networks, computers, devices, peripheral devices, digital media and storage devices, current and emerging electronic devices. Technology owned by students and staff are included in this agreement.

Actions If Students Do Not Use Technology Responsibly

In accordance with the DSBN's policy, school and DSBN administrators, with appropriate consultation, will decide if technology has been used inappropriately. If deemed inappropriate, school staff and DSBN administrators will determine the consequences and/or disciplinary actions consistent with DSBN policy.

For more information regarding the DSBN's Code of Conduct for schools, please contact school administration or visit the school's website at: www.dsbni.org/schools/websites.aspx

We have read and understand the DSBN's Information Technology Digital Citizenship Agreement and agree to follow it as outlined above.

Student Name (please print): _____ Date: _____

Student Signature: _____ School: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____