



## Pupils Appropriate Use of Technology Policy

The purpose of this document is to inform parents, guardians and pupils of the rules governing the use of school and personal technology resources while on or near school property, in school vehicles and at school-sponsored activities, as well as the use of school technology resources via off-site remote access.

### Introduction

King's College is pleased to offer pupils access to school computers, mobile devices, the Internet and an array of technology resources to promote educational excellence. Each pupil is responsible for her/his use of technology, whether personal or school-provided. While using school and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using school technology resources via off-site remote access, each pupil must act in an appropriate manner consistent with school and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each pupil to educate the pupil about his/her responsibilities and to establish expectations when using technology.

### Using the Internet and Communications Systems

School technology resources are provided to pupils to conduct research, complete assignments, and communicate with others in furtherance of their education. **Access is a privilege, not a right**; as such, general rules of school behaviour apply. Access to these services is given to pupils who agree to act in a considerate and responsible manner. Just as pupils are responsible for good behaviour in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies.

Pupils must comply with school standards and honour this agreement to be permitted the use of technology.

All digital storage on school servers and computers is school property, and as such, network administrators will review files and communications to maintain system integrity and ensure that pupils are using technology responsibly. Pupils should not expect that files stored on school servers or computers will be private.

The educational value of technology integration in curriculum is substantial. Access to the Internet enables students to use extensive online libraries and resources. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, pupils may find ways to access these other materials as well. **King's College** does not condone or permit the use of this material and uses content filtering software to protect pupils to the extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired but not always possible. Pupils are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional

misuse. **King's College** believes that the benefits of pupil access to the Internet in the form of information resources and opportunities for collaboration exceed disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using technology. If a student accidentally accesses inappropriate material they should back out of that information at once and notify the supervising adult.

## **Proper and Acceptable Use of All Technology Resources**

All school technology resources, including but not limited to school computers, Mobile Devices and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of King's College.

### **Activities that are permitted and encouraged include:**

- school work;
- original creation and presentation of academic work;
- research on topics being studied in school;
- research for opportunities outside of school related to community service, employment or further education.

### **Activities that are not permitted when using school or personal technologies include but are not limited to:**

- plagiarism or representing the work of others as one's own;
- using obscene language; harassing, insulting, ostracizing, or intimidating others;
- **representing Copyright ©, Registered ®, and/or Trademark ™ materials as one's own work;**
- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work,
- damaging or modifying computers, tablets or networks;
- intentional or neglectful transmission of viruses or other destructive computer files; hacking into school or external computers or tablets
- intentionally bypassing school filters;
- use of USB, bootable CDs, or other devices to alter the function of a computer or a network;
- subscription to any online services or ordering of any goods or services;
- online sharing of any pupil's or staff member's name, home address, phone number or other personal information;
- non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or raffles;
- participating in online chat rooms, social networking sites or using instant messaging, unless specifically assigned by a teacher;
- use of school resources for commercial purposes, personal financial gain, or fraud;
- any activity that violates a school rule or a local, provincial or national law.
- recording of any kind of teachers and staff without previous consent.

Pupils are expected to report harassment, threats, hate-speech and inappropriate content to a teacher or administrator. If a pupil has any questions about whether a specific activity is permitted, he or she should ask a teacher or IT administrator.

## **Privacy and Security**

Pupils must use school technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

## **Online Assessments**

Pupils assessments may be conducted using technologies such as the Internet or audience response systems. Normally, pupils will use these technologies as a part of their instructional day. Privacy and security, as defined above, along with confidentiality of assessment responses, are expected.

## **Vandalism**

Any intentional act by a pupil that damages school technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism.

## **Consequences of Misuse**

Misuse of personal or school technology resources while on or near school property, in school vehicles and at school-sponsored activities, as well as the use of school technology resources via off-site remote access may result in disciplinary action up to and including permanent exclusion. In addition, the pupil's use of school technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. King's Group individual schools may choose to have additional rules and regulations pertaining to the use of personal, networked, and communications resources in their respective buildings. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other school resources may be punishable under local, provincial, or national law.

## **Reliability and Limitation of Liability**

King's College makes no warranties of any kind, expressed or implied, for the technology resources it provides to pupils. King's College will not be responsible for any damages suffered by the pupil, including those arising from non-deliveries, misdeliveries or service interruptions to e-mail, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the pupil's own risk. King's College specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The pupils and his/her parent/guardian will indemnify and hold King's College harmless from any losses sustained as the result of misuse of the school's technology resources by the pupil.