

Aspen View Public School Division

Acceptable Use of Technology Agreement

For Students

Aspen View Public School Division encourages the responsible use of technology devices and contemporary digital tools in our schools to assist with instruction and learning. Therefore, all students within Aspen View Public School Division are eligible for Aspen View network services. These technology devices, digital tools and services include hardware, internet electronic mail (email) and/or digital collaboration access to cloud-based services for documents and other educational activities.

A detailed Administrative Procedure titled "Use of Cloud-Based Applications and Data Storage Facilities" and an Aspen View Technology Code of Conduct clearly articulate the responsibilities of all members and stakeholders within Aspen View Public School Division in regards to the use of technology, online resources and cloud-based services. Students and/or parents need to provide informed consent before access is provided to the Aspen View network services.

Access to digital services are provided primarily through access to Windows-based and cloud-based services with a provided student login to the Microsoft Windows servers and Google-based services that connect to the Internet. Many teachers will also include educational activities during the learning day using various online digital services designed to meet educational goals.

Students are prepared to use technology properly and to access online tools and learning environments through specific instruction in Digital Citizenship. This is reviewed each year as students move from grade to grade in order to emphasize responsible hardware use and responsible online behavior. Despite Canada's Anti-Spam Law and Aspen View's best technical efforts to block offensive, inappropriate, suggestive, or otherwise obnoxious email (SPAM), staff may still have the potential to receive these at times. Through our district approach to proactively teaching Digital Citizenship skills, students are taught to exercise regular and appropriate caution before providing any personal information over the Internet through email or other social communications from home or from school-based technologies.

To obtain an account within the Aspen View network services, the school principal in the student's school must be satisfied that the student understands The Aspen View Technology Code of Conduct and related school or division procedures around acceptable behaviours. Your child's teacher has reviewed the Aspen View Technology Code of Conduct with the class as well as related expectations and we encourage parents to also review the information in this document with your child. Only upon parental consent can the school administration approve an Aspen View network services account for a student.

Aspen View Technology Code of Conduct for Students

Statement of Purpose

Aspen View Public Schools promotes responsible citizenship, respect, inclusive behaviours and academic excellence in welcoming, safe, caring, and respect filled environments.

All students, parents, administrators, staff, substitutes, volunteers and other members our school communities have the right to be safe and feel safe in our workspaces and while participating in experiences connected to our school communities. With this right comes the responsibility to demonstrate responsible citizenship and actively contribute to ensuring our schools and other workspaces remain welcoming, safe, caring, respectful and orderly environments.

It is our expectation that anyone accessing or interacting with any individual within our publicly funded education system uses these conduct expectations as their guide for interacting in a welcoming, safe, inclusive, and respect filled manner.

As staff in Aspen View Public Schools we firmly believe in using modern digital tools to enhance the learning experiences for students. To this end, we encourage increased access to technology in the form of digital resources and internet access through district provided hardware as well as student owned digital devices. Students are welcome and encouraged to bring their own personal digital device(s) into the learning environment and use it appropriately and as directed by educational professionals in their learning journey.

Introduction and Applicability

The Aspen View Public Schools – Technology Code of Conduct articulates clear conduct standards and expectations for behaviour for all students, staff and volunteers (referred to as “members” in this document) within each of our school communities.

The Technology Code of Conduct, which supports the ongoing district mission of "preparing today's students for tomorrow's world", is not limited to the physical facilities of our offices, schools, and other workspaces. We do not believe that citizenship in the digital and non-digital realms are fundamentally different. The conduct standards and expectations herein apply to all members whether they are involved in authorized educational activities or events within school division property, on school buses, or at events occurring on premises outside of Aspen View.

All members of our organization and school communities are responsible for supporting and modeling the expectations established in this Technology Code of Conduct.

Alignment with Other Legal Guidelines

Aspen View Public Schools expects its staff, students, parents and volunteers to work together through respectful interpersonal interactions in order to advance our mission of "preparing today's students for tomorrow's world".

As an organization we align our beliefs, values, and behaviours with the *Alberta Human Rights Act*. Our Technology Code of Conduct also reflects expectations outlined in Alberta's *School Act*, *Alberta Education policies*, and *Ministerial directives*. All members of our organization and school communities will abide by the expectations in regards to ensuring discrimination is absent from our work and learning spaces in accordance with *The Canadian Charter of Rights and Freedoms* and the *Alberta Human Rights Act*.

Expectations for Responsible Actions and Behaviour

The following expectations are applicable to all members of Aspen View Public Schools. Once the Aspen View Technology Code of Conduct is signed, it is applicable for the entire duration of the member's involvement or employment in Aspen View. All members are to be treated with respect and dignity and are expected to contribute to a welcoming, safe, caring, and respect filled work and learning environment for all.

As a learning organization we recognize the powerful role that digital technologies offer to education in support and advancement of our mission of "preparing today's students for tomorrow's world". We recognize that digital technologies such as internet access, network infrastructure, wireless connectivity, social media spaces, mobile devices, and other forms of emerging technology increasingly play a pivotal role in the learning and work our members do in Aspen View. As such, all members have the responsibility to utilize the technologies Aspen View Public Schools supports and provides for communication, collaboration, innovation, and the sharing of information and best practices. Members will purposefully and responsibly engage with these technology resources in support of Aspen View's mission.

All members know and understand their responsibilities in keeping the passwords they are provided to access various technologies in Aspen View both secure and private. Staff members understand that their access to digital technologies presents access to various secure digital technologies that students should not have access to. Students understand that they will not share their password credentials with other students, or individuals, other than their parents or authorized Aspen View staff.

All members understand that the district technology services provided are wholly owned by Aspen View Public Schools. Aspen View reserves the right to review any material accessed and / or housed within our infrastructure or cloud based services, including but not limited to: email or storage accounts and monitoring of file server space in order to make determinations on whether specific uses of the network are acceptable.

All members understand the importance of treating school division property and the property of others with respect. This also includes, but is not limited to, properties such as devices, streaming

media resources, social media spaces, data storage areas, websites, our network and wireless services, and our bandwidth.

All members recognize that technology with Aspen View Public Schools is available for communication, collaboration, innovation, and the sharing of information and best practices in support of learning opportunities. All members will conduct themselves as an ethical and responsible citizen both online and offline.

Aspen View Public Schools believes that responsible citizenship is a critical consideration within our school communities' digital presence. Our Technology Code of Conduct also communicates expectations concerning online and digital behaviours which affects the safe, secure, orderly, and respectful learning and working environment of our organization. Interactions that take place in digital and other media spaces such as on websites, blogs, social media comments, text messages, or through other emerging technologies are covered by the expectations within this Technology Code of Conduct.

Acceptable Conduct for Aspen View Public Schools

The following statements in regards to acceptable conduct for members of the Aspen View Public Schools organization and school communities is not an exhaustive or comprehensive list of expected or prohibited behaviours. It is intended instead that the following statements serve as a framework for understanding about what is expected from the members within and connected to Aspen View in terms of maintaining a safe, caring, and respect filled work and learning environment.

All members of Aspen View understand and are familiar with digital citizenship expectations in accessing digital resources. These citizenship expectations are regularly practiced, referenced and adhered to by all members of Aspen View. If any member encounters inappropriate digital materials or unauthorized access to digital material, it is the member's responsibility not to initiate further access to such material and to cease current access to such material immediately upon discovery. Inappropriate access or access to inappropriate digital materials must be reported to the member's supervisor or school Principal and subsequently reported to Technology Services.

All members also understand that Aspen View Public Schools does not control material on the Internet or personally-owned member devices and that despite the district's technical measures they are unable to completely control the content of data that a user may discover or encounter through use of the Internet or another member's personally-owned device.

It is also acknowledged that while there is a common base level of conduct expectations for everyone within our school communities, there exists a rising and progressive set of expectations in regards to conduct for students as they become more mature. In addition, individuals who hold different responsibilities and roles within our organization would also be expected to understand this progressive set of expectations for conduct.

An Aspen View Student:

- I will be responsible for my own personal choices.

- I will respect others' uniqueness as well as their ideas and opinions.
- I will treat everyone in a manner consistent with encouraging a safe, caring, and respect filled learning and work environment.
- I will not tolerate bullying of any kind or in any format, online or offline, and will report bullying behavior when I have knowledge of it.
- I will respect my school and the Division's rules and expectations and work cooperatively with others to abide by these rules and expectations.
- I will not share my assigned passwords for technology resources with another student.
- I recognize district provided email and district provided digital storage areas may be accessed as required by my school principal, the Superintendent (or designate) and are not private and are subject to investigation by local law enforcement when applicable.
- I will be an active participant in my own learning.
- I will cooperate with my teachers, school and Division staff, and other members of my school community in order ensure that my actions in all activities or interactions promote "preparing today's students for tomorrow's world" within a safe, caring, and respect filled environment.
- I understand that I am responsible for and accountable for my behavior and choices whether these occur on school property, on buses, at school sponsored events, or through technologies such as social media, text messages, blog posts, websites, or other emerging means of communication and expression.
- I understand that I am responsible for and accountable for my behaviour and choices outside of school property or school hours if or when those behaviours and choices have a negative impact on other staff or students from Aspen View Public Schools.
- As a student, I understand that I will be required to operate with the responsibilities of the student as outlined in the *Alberta School Act*.
- Should I choose to bring my own personal digital device into the learning environment, I acknowledge element of risk to personal property that may occur. I further recognize that Aspen View Public Schools will not accept responsibility for loss of any personal digital device due to theft or damage. As a learner and a developing citizen, I am responsible to keep my device safe and secure.
- I will follow any school-based policy or guideline listed in the school handbook that outlines expectations regarding my role as a student.

In essence:

I will respect myself.

I will respect others.

I will conduct myself as a responsible and ethical citizen both online and offline.

I will follow school expectations around my role as learner.

I will keep my passwords private.

I will not tolerate bullying in any form.

I will be an active participant in my learning.

Unacceptable Conduct - Consequences and Supports

Unfortunately from time to time, there may be consequences that are required when the Technology Code of Conduct is not adhered to.

Aspen View Public Schools recognizes that our responses to behaviours that are contrary to our Technology Code of Conduct and the range of interventions, supports, and consequences supported by our organization and all of our schools must be clear and developmentally appropriate. There must also be learning opportunities for both staff and students in order to

reinforce positive behaviours and help all members make positive choices which support a safe, caring, and respect filled learning and work environment for all.

Aspen View Public Schools supports the use of positive inclusive practices such as:

- program modifications or accommodations;
- class placement;
- positive encouragement and reinforcement;
- individual, peer, and group counselling;
- conflict resolution;
- mentorship programs;
- anti-bullying and violence prevention programs;
- school, Division, and community support programs.

Aspen View Public Schools also recognizes that, in some circumstances, positive interventions and practices might not be sufficient for an effective means of addressing inappropriate student behaviour. In circumstances where a student will face a consequence for his/her behaviour, the principles of progressive and restorative discipline shall be applied. Progressive and restorative discipline measures may include but are not restricted to:

- meeting with the student's parent/guardian;
- withdrawal of privileges;
- detention;
- restitution for damages;
- peer mediation;
- restorative justice practices;
- suspension;
- and in extreme cases expulsion.

When assigning consequences for unacceptable student behaviour members of the Aspen View organization must take into account the following factors:

- student's age;
- student's maturity level and individual circumstances;
- the provision of support for students who are impacted by the unacceptable behaviour;
- the provision of support for students who engage in the unacceptable behaviour.

Unacceptable Conduct

Examples for Consideration Specific to the Use of Technology in Aspen View

The following actions are deemed unacceptable conduct:

- Transmission of, or obtaining access to, any material in violation of any Canadian law, whether Federal, Provincial, Municipal or other statute.
- Engaging in illegal, unethical, or malicious acts.

- Composing, sending or storing messages which include profanity, sexual, racial, religious, or ethnic slurs and other abuse, or that contain threatening or otherwise offensive language or pictures.
- Unauthorized access of a digital storage location or file and/or attempting to circumvent or otherwise defeat established security measures.
- Using digital or hardware resources for non-educational use such as wireless, streaming media, or bandwidth resources.
- Using the district/school network for profit purposes or for political lobbying.
- Revealing personal information about others over the Internet without their knowledge and consent including storing, sharing or communicating private or sensitive information via inappropriate means.
- Demonstrating security problems to other users.
- Sharing any division assigned keys or passwords with unauthorized personnel.

All of the actions identified above are examples of unacceptable conduct in regards to technology use in Aspen View. This is not an exhaustive list as we recognize that technology is dynamic and ever evolving. As such additional rules and sanctions may be put in place by Aspen View Public Schools on an ongoing and as needed basis. The determination to whether there has been an unacceptable use of technology in Aspen View Public Schools will be a decision solely within the discretion of the Superintendent of Schools or designate.

Concluding Considerations

School Technology Codes of Conduct

Under the leadership of their principal, individual schools may develop their own school-based Technology Codes of Conduct and implement policies beyond what is articulated within the Aspen View Public Schools Technology Code of Conduct. In the case of a conflict in concepts or practices of these individual school Technology Codes of Conduct, the expectations articulated in the Aspen View Public Schools Technology Code of Conduct will take precedence.

Annual Review

As per Alberta's School Act, this Technology Code of Conduct will be reviewed annually and changes or amendments will be posted on the school division website at www.aspenview.org.