HD Cartwright School
Technology Admirable Use Policy

In accordance with CBE Administrative Regulation 1062, there are many expectations to the Admirable Use of technology in our school community. These guidelines are in place to support learning with technology and to protect the users of technology and the technology itself from physical, emotional or financial harm. These guidelines apply to all users of school electronic and technology resources.

 As a responsible user of technology at HDC:
- I will keep my personal information private (including, but not limited to, my name, address, telephone number, gender, age or personal beliefs)
- I will keep other's personal information and beliefs private
- I will keep my password and username private
- I will respect intellectual property by stating sources of online information
- I will respect school property by leaving it in a state ready for myself or others
- I will return all technology including all necessary equipment (cards, cables, batteries, etc.) to allow myself or the next user access for continued learning
- I will only visit sites or download information/images that are for learning at HDC
- I will not use school network, resources and time to post personal information, experiences or beliefs (This includes posting, chatting, surfing for non-academic purposes on sites such as MySpace, Twitter or Facebook)
- I will not use school resources for making purchases or conducting business
- I will use only age and school appropriate language online or in any electronic discussion (including, but not limited to, online class discussions or cell phone use)
- I will record and/or use information, images, sound or video only if they are respectful, age and school appropriate that support learning, citizenship and a positive community at H. D. Cartwright School
- I understand my use of technology will be constantly monitored and filtered
- I will not bypass school filters and security measures to access to inappropriate sites, images, and/or games (as described in AR 1062 3(b))
- I will provide my physical and digital property for search as necessary by an authorised person as required for the safety of myself, others or school property
- I understand all of these policies also apply to my personal device during school related activities, even if I am not accessing the school network or during school hours
- I understand misuse of our school's technology resources at any time may result in:
  - temporary or permanent loss of access privileges
  - disciplinary action under Administrative Regulation 6001 - School Discipline
  - legal action
  - financial repayment of damaged technology resources and equipment

I will be an upstanding digital citizen at HD Cartwright and in doing so will have the privilege of using the school electronic and technology resources.

_____   _____   _____
Student Name (printed)   Student Signature   Date

_____   _____   _____
Parent Name (printed)   Parent Signature   Date

COMPUTER USE

Students are provided access to computers and the internet to assist them in researching assignments and using software programs that enable them to demonstrate their understanding in a variety of ways at the discretion of the teacher. Citizenship at HDC extends to the digital world. Students are expected to adhere to the basic guidelines of citizenship when they are using electronic resources such as computers, the internet, CBE networks, digital photography or video equipment and also their personal devices. Each student will complete a Digital citizenship course and pass a related quiz before given permission to use our electronic resources.

In alignment with our school expectations for behaviour, as a member of HDC you will:

- Respect yourself by
    - keeping your personal information such as, but not limited to, your name, gender, age and passwords private.
    - representing yourself with appropriate language and images at all times
    - not visiting inappropriate sites or trying to bypass our filters to view inappropriate material
- Respect others by
    - maintaining the privacy of other people's information secure.
    - referencing all sources, images or information properly
    - presenting opinions, photographs or videos of others in a positive and respectful manner
- Respect our place by
    - not engaging in activities that willingly waste electronic resources or impede other's access to them
    - using and returning electronic resources in a way that leaves them ready for the next user

Posting images, opinions or activities on sites such as facebook, twitter or MySpace should not be done during school hours or using school electronic resources.

Failure to follow these guidelines so may result in a loss of privileges. The use of proxy servers is prohibited at HDC.