



COLLINGWOOD SCHOOL

COLLINGWOOD ACCEPTABLE USE POLICY

Kindergarten - Grade 2 Student Acceptable Use Policy

For Parents:

Collingwood School embraces the use of technology as a tool to enrich learning at the direction of the teacher. Students are encouraged to access the internet and use technology tools to enhance their learning and therefore should be mindful of the behaviour expectations and standards when using technology.

At Collingwood, students from Kindergarten to Grade 2 are provided devices which allow them to access the internet and network spaces. It is a general policy at Collingwood School that all technology (School and personally owned devices etc.) is to be used in a responsible, ethical and legal manner as outlined below. We live in a connected world where an online presence and understanding of making valuable and ethical online connections is vital. At Collingwood, we strive to help students become producers of online content instead of only consumers.

The use of technology and the IT program at Collingwood help to support student learning in a developmentally appropriate way (under the guidance of teachers) to advance their research skills, content knowledge and creativity. Students are taught about the importance of safe online usage and e-communication etiquette throughout their time at Collingwood. Students will be carefully guided through internet searches and will be taught to report inappropriate material they inadvertently access.

Please note, the responsible use of technology also applies off school grounds when it affects the welfare of a member of the Collingwood community and/or affects school life within our community. Email or messaging between students and parents during the school day will only be allowed with teacher permission. We encourage parents to set limits and reinforce positive digital citizenship whilst at home.

Please ensure that you understand this document completely and ask your child's teacher if you have questions.

For Students:

You are responsible for good behaviour while using technology devices, internet and networks.

Digital Citizenship:

Digital Citizenship is the practice of using digital devices and technology safely and responsibly.

- I will use technology for educational purposes only as directed by my teacher.
- I will use technology with care and respect.
- I understand that I am responsible for all material I publish on the internet as directed by my teacher.
- I will seek help if I feel unsafe or bullied on the internet and will report any unkind behaviour when online.

Online Use & Behaviour:

- I will not share personal information about family, friends and myself with anyone online.
- I will use websites and applications that are related to my schoolwork as directed by my teacher.

Consequences:

I understand that if I break any of these rules, I will be subject to school sanctions (see note below).

School Sanctions:

I understand that if I am sanctioned for breaking the Acceptable Use Policy, I may lose technology access privileges, and/or be banned from the Collingwood networks and the computers on campus.

Please understand that:

- It is unsafe to publicize a home address or phone number or other highly personal data on any websites.
- We expect all students of Collingwood School to use the internet as directed by their teacher as a learning tool.

Agreement:

I understand that it is my responsibility to honour the Collingwood Acceptable Use Policy. I understand that my actions online can affect others and I will be accountable for my online presence and behaviour. I will therefore not engage in activities that are a violation to this agreement.

Grade 3-7**Student Acceptable Use Policy**

Collingwood School embraces the use of technology as a tool to enrich learning at the direction of the teacher. Students are encouraged to access the internet and use technology tools to enhance their learning and therefore should be mindful of the behaviour expectations and standards when using technology.

At Collingwood, students from grades 3 – 7 are provided a secure network account, which allows them to access the internet and network space to save their files. It is a general policy at Collingwood School that all technology (School and personally owned devices etc.) is to be used in a responsible, ethical and legal manner as outlined below. We live in a connected world where an online presence and understanding of making valuable and ethical online connections is vital. At Collingwood, we strive to help students become producers of online content instead of only consumers.

The use of technology and the IT programme at Collingwood helps to support student learning in a developmentally appropriate way under the guidance of teachers to advance their research skills, content knowledge and creativity. Students are taught about the importance of safe online usage and e-communication etiquette throughout their time at Collingwood.

Please ensure that you understand this document completely and ask your child's teacher if you have questions.

You are responsible for good behaviour whilst using technology devices, internet and networks.

School Account Network/Cloud Access: Respect for Self

1. I will use technology for educational purposes only as directed by my teacher.
2. I will use technology with care and respect.
3. I will maintain a positive digital presence and will not use any inappropriate or disrespectful language in my public or private messages or any written material I post to the Web.
4. I understand that I am responsible for all material I publish on the internet.
5. I will be thoughtful to always publish my best work on the internet.
6. I understand that all material posted to the internet is public and directly impacts my reputation and the reputation of Collingwood School.
7. I will seek help if I feel unsafe or bullied on the internet and will report any unkind behaviour when online.
8. I understand that cell phones are to be placed in lockers or given to homeroom teachers upon arrival at school, and to stay there until dismissal unless there is teacher authorization.
9. I will keep my password secure & will change it frequently and immediately if someone becomes aware of it.
10. I am personally responsible for all action that occurs on my account.
11. I understand that my network and Google Apps for Education accounts are a privilege and therefore it is my responsibility to maintain my network drive.
12. I will not access blocked web applications or attempt to gain unauthorized access to privileges, accounts, computers or networks.

Classroom expectations: Respect for Others

1. I will not share personal information about family, friends and myself with anyone online.
2. I will give credit to the sources of information that I use; I will not plagiarize (copy other people's ideas) and will adhere to all copyright laws.
3. I will use websites and applications that are related to my schoolwork as directed by my teacher.

Online presence: Respect for Self, Others and Community

1. I understand that cyberbullying involves the use of communication technologies such as the internet, social networking sites, websites, email, text messaging and instant messaging to repeatedly intimidate or harass others and I will treat others with respect when using any technology, publicly or privately.
2. I will not use or create a social media account to intimidate, harass or humiliate another person.
3. I will obtain consent from individuals involved before taking, sharing or posting images or video (including live webcams) to the web.

When a student's behaviour deviates from the expectations, the School will respond with a set of consequences intended to teach and guide the student. Each situation will be assessed individually and consequences will be determined based on the unique circumstances, seriousness, and impact of the case. The age and developmental stage of the student, the student's past history, and the student's willingness to make positive behavioural changes will be considered. In certain cases where students have used technology in a manner that violates the law, the authorities will be informed. If the police are involved in an investigation, they will be given access to School accounts.

Please understand that:

- The school account associates the student with Collingwood School, as does a membership in any Collingwood School Network (even if it is not generated or managed by the School). Students should be mindful of this if they are contemplating posting anything that goes against the Collingwood School Code of Conduct.
- It is unsafe to publicize a home address or phone number or other highly personal data on any websites.
- We expect all students of Collingwood School to have internet access, to handle it responsibly and to use it as a learning tool.
- Students who bring their own device with School approval must adhere to all elements of the Acceptable Use Policy as listed on this document.

Agreement:

I understand that it is my responsibility to honour the Collingwood Acceptable Use Policy. I understand that my actions online can affect others and I will be accountable for my online presence and behaviour. I will therefore not engage in activities that are a violation to this agreement.

Grade 8-12

Morven Student Acceptable Use Policy

Collingwood School embraces the use of technology by students and faculty alike, and students are encouraged to access the internet and use technology tools to enhance their learning. Students are provided a Google Account, a secure network account which allows them to access the internet, and network space to save their files. All technology is to be used in a responsible, ethical and legal manner as outlined below. We expect our students to abide by three tenets when they are using technology both inside and outside of school: respect for self, respect for others, respect for community.

The student Acceptable Use Policy includes all devices used on school property including school owned devices and student technologies (ex. phone, iPad, laptop, etc).

Please ensure that you understand this document completely; ask any teacher if you have questions.

School Account Network/Cloud Access: Respect for Self

1. My password for all school accounts (PCR, network login, Google Apps for Education) belongs to me only. I will use a different, strong password for all my accounts and change my password frequently and immediately if someone becomes aware of it. I am personally responsible for all action that occurs on any of my school accounts.
2. My network and Google Apps for Education accounts are a privilege. I will use my network space for educational files only and will adhere to data storage limits as outlined by computer services. It is my responsibility to maintain my network drive and back up material stored on the school network or in Google.
3. When a computer is connected to the Collingwood network, their network traffic (bandwidth usage and applications that access the internet) is logged. When signed into the MYCW Google account, all use is logged and is not considered private.
4. All computers on school property, including personal laptops, must be free of pirated software.
5. I will not access blocked web applications like peer-to-peer sharing.

Classroom expectations: Respect for others

6. I may not use technologies that are not directly related to the class during class time unless granted permission by my teacher.
7. I must not publish anything on-line that is not my own unless I am given direct permission from the author or owner.
8. I will not attempt to gain unauthorized access to privileges, accounts, data, software, computers or networks.
9. I must not change, hack, or damage facilities, hardware, software, system files, or operating system software in any way that would prevent or interfere with the intended use of the computer system by others.

Online presence: Respect for Self, Others and Community

10. I understand that cyberbullying involves the use of communication technologies such as the internet, social networking sites, websites, email, text messaging and instant messaging to repeatedly intimidate or harass others and I will treat others with respect when using any technology, publicly or privately.
11. I will not use or create a social media account to intimidate, harass or humiliate another person.
12. I will obtain consent from individuals involved before taking or sharing images/video to the web

13. I will maintain a positive digital presence; I will not use any inappropriate or disrespectful language in my public or private messages or any other written material I post to the Web.
14. I will always publish my best work or thoughtful ideas when posting online. I understand that even if delete something, it can be found on the web for years afterwards. I will not publish anything I am not comfortable with anyone viewing (parents, teachers, future employers).
15. I understand that I am responsible for the content of all material I publish on the Web (privately or publicly) and will not publish anything derogatory to anyone or anything that causes disrepute to Collingwood School, its students and/or its employees.
16. I understand that all material posted to the Web is public and, as such, directly impacts my reputation, the reputation of my peers, and the reputation of Collingwood School.

When a student's behaviour deviates from the expectations, the School will respond with a set of consequences intended to teach and guide the student. Each situation will be assessed individually and consequences determined based on the unique circumstances, seriousness, and impact of the case. The age and developmental stage of the student, the student's past history, and the student's willingness to make positive behavioural changes are considered. In certain cases where students have used technology in a manner that violates the law, the authorities will be informed. If the police are involved in an investigation, they will be given access to School accounts.

Please understand that:

- We live in a connected world where an online presence and understanding of making valuable and ethical online connections is vital. At Collingwood, we strive to help students become producers of online content instead of only consumers.
- The school account associates the student with Collingwood School, as does a membership in any Collingwood School Network (even if it is not generated or managed by the school). Students should be mindful of this if they are contemplating posting anything that goes against the Collingwood School Code of Conduct.
- It is unwise to publicize a home address or phone number or other highly personal data on any websites. In creating a free account, you are often paying with your personal data.
- We expect all students of Collingwood School to have internet access, to handle it responsibly and to use it as a learning tool.