



## Buffalo Trail Public Schools

### Student Responsible Use Protocol and Agreement for Technology Use

#### Introduction

Buffalo Trail Public Schools provides technology resources that support learning for students and staff and supports administrative operations. *Network resources* refer to all resources on the network of Buffalo Trail Public Schools. This includes, but is not limited to, Internet access, e-mail accounts, installed software, personal file storage and all hardware attached to the network. Networked technology is infused in the daily lives of students and its use as responsible citizens is implied.

#### Principles of Use

Please initial each statement below to indicate you have read and understand the principles of use.

Parent's  
Initials\*

	Buffalo Trail Public Schools owns all network resources and has the right to monitor use of the network resources.
	All network resources are for educational use.
	Network resources are valuable resources and should be used responsibly.
	The use of network resources is subject to all policies and practices of both the division and the school related to technology, property or conduct. Divisional policy shall supersede school policy.
	Access to network resources with personal electronic devices is subject to the policies and practices of Buffalo Trail Public Schools.

#### Activation of the Nine Elements of Digital Citizenship (ISTE 2009)

Students as users of division-based network services will have the knowledge, skills and abilities that allow users to:

1. Be able to responsibly participate in a digital society provided to them when they access division network resources.
2. Provide the self-protection required to buy and sell in a digital world.
3. Digitally communicate safely and appropriately through multiple methods.
4. Use digital technology collaboratively and demonstrate critical thinking in its use.
5. Consider others when using digital technologies.
6. Protect the rights of others and be able to defend their own digital rights.
7. Consider the risks (both physical and psychological) when using digital technologies.
8. Abide by the laws, rules, and division policies that govern the use of digital technologies.
9. Be custodians of their own information while creating precautions to protect others' data as well.

## Conditions of Use

Please initial each statement below to indicate you have read and understand the principles of use.

Parent's  
Initials\*

	Students should use network resources for appropriate educational purposes only.
	Students will not publish on the Internet or in publicly viewed files personal information about themselves or other students.
	Students who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member immediately.
	Any stored data on servers outside of BTPS such as Live@edu should not be considered as private or confidential as it could be accessed by others according to the laws of the host country. For example, if the files were stored on a server in the United States they may be legally subject to government review upon request; therefore, confidential or private information should not be stored on these web-based services.
	BTPS does not guarantee the privacy of email or of any other data that is stored on external servers such as Live@edu or its deployment in BTPS as <a href="mailto:student.name@stu.btps.ca">student.name@stu.btps.ca</a> .
	Students should consider backing up their files that they store locally or on stu.btps.ca or any other external provider. BTPS does not back up any data stored by external storage providers or local computers.
	Students will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Students will not use another person's files, output or user name.
	Students are responsible for the security of access (login and password) to their network resources. In particular, do not tell others your password or leave a workstation where you are logged in. Change your password regularly. Students are responsible for problems caused by use of their login by other individuals.
	Students will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal programs/data files.
	Access to network resources with personal devices requires the permission of the school administration as per BTPS policy HIBGA Personal Electronic Devices.
	Consequences of inappropriate use of network resources could include loss of network privileges, withdrawal from a course, suspension and/or expulsion, financial liability for damages or legal action.

## Acknowledgement

I understand and agree to follow the conditions of this Responsible Use Protocol and Agreement.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ (\*required for students below age of majority)