



APPROPRIATE USE OF TECHNOLOGY AGREEMENT INTERMEDIATE/SENIOR (GRADES 7 TO 12)

References: OCDSB Policy P.100.IT Appropriate Use of Technology and Procedure PR.622.IT Appropriate Use of Technology

The Ottawa-Carleton District School Board (OCDSB) recognizes the benefits that Technology can bring to support student learning, staff development, communication with stakeholders, and other administrative and operational activities aligned with the core business functions of the OCDSB.

The OCDSB supports and encourages responsible use of Technology through the following nine principles of Digital Citizenship: Digital Access, Digital Commerce, Digital Communication, digital Literacy, Digital Etiquette, Digital Law, Digital Rights and Responsibilities, Digital Health and Wellness, and Digital Security. Users who are given access to the District’s technology, its electronic devices, or who use their own technology or personal electronic devices in the District’s learning or work environment, whether connected to the District or non-District networks, are required to know and abide by the Policy P.100.IT Appropriate Use of Technology in order to ensure that all technology is being used in a safe, legal, and responsible manner.

Technology refers to electronic content, data, communication, and equipment.

I Agree That	Student Initials	Parent/Guardian Initials
I understand that the sharing of personal information without consent is wrong and can have consequences both in school and outside of school. Personal information includes: name, telephone number, address, passwords, images or videos.		
I agree that I will not use the OCDSB’s system to share personal information without consent.		
I will access only my personal files and acknowledge that accessing the files of others or the OCDSB network is not appropriate.		
I will use Technology at school for learning and will be responsible for my behaviour while using Technology. I will not harass, insult, or attack others. Appropriate language must be used over the Network at all times.		
I understand the security, care and maintenance of my personal device is my responsibility. I will securely store my device when not in use.		
I will not use Technology for transmitting or viewing any material in violation of legislation, regulations, OCDSB policy or procedure including copyrighted, threatening, or obscene material. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.		
I will not download or use programs that are not approved for instructional use such as videos, games or music.		
I will not interfere or vandalize the equipment, which is defined as any attempt to harm or destroy equipment, data, and/or the operating system or applications.		
I understand that my use of Technology can be monitored and logged by the OCDSB.		
I agree to follow the principles of Digital Citizenship, Community of Character, School Code of Conduct, OCDSB Policy P.100.IT and Procedure PR.622.IT.		
I understand that these rules are designed to keep me safe and if I choose not to follow them school sanctions will be applied.		

I acknowledge and agree to follow these rules. I understand that I may not be able to access technology at school if I do not act responsibly.

Student’s Name _____ Student’s Signature _____

Parent/Guardian Permission (if student is under 18 years of age)

I agree to allow my child to use the Technology resources of the Ottawa-Carleton District School Board and/or to use their personal owned devices in accordance with legislation, OCDSB policies and procedures. I have discussed appropriate use with her/him.

Parent/Guardian Signature _____ Date _____

PHOTO/MEDIA PERMISSION FORM

There are a number of times during the school year when children can be photographed, interviewed or videotaped; for example, during sports or special events, for the school newsletter, school archive material, television, radio or newspaper coverage and for board publications. We would like to tell the community about the many positive things taking place in our school. However, we want to strike the right balance between getting our message out and respecting the wishes of parent/guardians who do not want their child’s name, work or photo displayed. Photos, videos or interviews will only be allowed with Principal’s or Vice-Principal’s permission and will not be used for commercial gain.

___ I consent to my child being photographed, videotaped, or interviewed and their name and image used in school or board publications and Media coverage of school related events.

___ I do NOT consent to my child being photographed, videotaped, or interviewed.

Signature of Parent/Guardian or Student if he/she is 18 years or older:	Date:
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The personal information on this form is collected under the authority of the Education Act and will only be used for the purpose of allowing photographs, videotapes, and interviewing of students. Please contact your Principal if you wish to discuss this form.