



Chinook School Division  
Responsible Use of Technology Policy (K-6) 2024-25  
Herbert School

Computers and other technologies can be fun, but there is also a serious side to their use. The equipment is expensive to buy and to maintain; students need to treat equipment with care and respect. They need to remember that using the computers is a privilege; if they abuse them or use them inappropriately, they will lose that privilege. They also need to look after themselves. Not all information that is available through the use of computers or the Internet is appropriate for students. Also, students need to take care in communicating with strangers over the Internet.

### What is Appropriate Use?

For students in grades K-5, **Appropriate Use of Technology and the Internet** includes only work which has been assigned by a teacher or approved by a teacher.

### How Do I Know What's Inappropriate Content?

**The Students' Over-the-Shoulder Rule:** If you would not be comfortable with a parent watching what you are doing over one shoulder and a teacher over the other, then you probably shouldn't be doing it. If you accidentally stumble upon content/information that you feel is inappropriate, tell your teacher or another school employee immediately.

### How do I Ensure My Personal Safety?

Protecting yourself on the Internet is not all that different from protecting yourself in real life. To ensure your own personal safety, you should:

- Not give out any personal contact information, for yourself or anyone else. This includes your address or phone number.
- Not agree to meet with someone you have met online without your parent's prior approval. Your parent(s) should accompany you to any such meeting.
- Promptly tell your teacher, your parents, or other school employee any message/contact you receive that is inappropriate or makes you feel uncomfortable.

### Personal Responsibility - A Message to Students:

When you are using the school's computer system, you may feel like you can easily break a rule and not get caught. This is not really true. Even if it were true, you need to remember that there will always be one person who knows that you did something wrong – you. The way you make use of the computers in the school says something about the kind of person you are. The purpose of this policy is to help you make the right decisions – for your own good.

# Responsible Use Agreement for 2024-25

Student's name: \_\_\_\_\_ Grade \_\_\_\_\_

I have read (or had read to me) the Chinook School Division policy on "Responsible Use of Technology," understand it, and agree to follow the guideline and principles it outlines.

Should I use the school's computers or technology in an inappropriate manner (according to the guidelines given), I understand that I might lose privileges.

Please sign and return this form to your homeroom teacher.

## Student Publication/Copyright Permission Form

In conjunction with classroom projects, students may be offered the opportunity to publish written work, projects, and images on the school's web site. Students will be instructed not to include addresses, phone numbers or other means by which people could contact them directly.

All students interested in publishing work on the Internet are required to have written permission from a parent or guardian.

Some classes will be videotaped for instructional purposes only, to be shared with Chinook School Division Teachers.

There are times when student work may be copied or published in a year book or school publication. This work may also be used in teacher workshops or for classroom demonstrations. This work would be used to help teachers learn teaching strategies. The student's name would be removed. We require permission to copy student work samples.

As a parent/guardian, I understand the implications of publishing material on the Internet. I also have read and understand that I must give permission for my child's work samples to be copied. I give permission to have my son/daughter's work published to the Internet and for copying work samples as follows:

- I give permission to have my son/daughter's work/image published to the school's Internet site, at the discretion of the teacher and school administration. (Material posted on the school web site is accessible to people worldwide.)
- I give permission to have my son/daughter's work/image published to a secure site, which requires a username and password to access.
- I *do not give permission* for my son/daughter's projects, work, or images to be published on any Internet sites.
- I give permission to have my son/daughter be videotaped for instructional purposes only, to be shared with Chinook School Division Teachers.
- I give permission to have my child's work copied for school publications, for teacher workshops or for classroom demonstrations within Chinook School Division.
- I *do not give permission* to have my child's work copied for school publications, for teacher workshops or for classroom demonstrations within Chinook School Division.

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

\_\_\_\_\_  
Parent(s) Signature(s)

\_\_\_\_\_  
Date