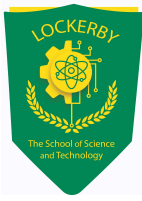Students can access current information worldwide by using computers, other technological devices, and the Internet. Student users and parents must understand that Lockerby Composite School cannot control the content of this information, some of which is controversial and/or offensive. For these reasons, Lockerby Composite School continues to take reasonable precautions regarding student computer use through the Lockerby Composite School Acceptable Use Policy for Technology and Networks.

I   **Unacceptable Technology and Network Use:** Computers and technology (including laptops, Chromebooks, iPads, and any other personal devices, including cell phones, or otherwise), which connect to the school network are to be used in a responsible, efficient, ethical, and legal manner. They support the educational objectives and student behaviour guidelines of Lockerby Composite School and the Rainbow District School Board. Unacceptable uses of technology and networks include, but are not limited to, the following actions:

- ☐ violating copyright or trademark laws;
- ☐ logging on to the network as a member of Rainbow Schools staff;
- ☐ installing an operating system that does not comply with the school's specifications;
- ☐ using file-sharing applications which may/may not share viruses or other illegal materials via the school network;
- ☐ forwarding personal communications or messages without the author's consent;
- ☐ distributing material protected by trade secret, utilizing the network for commercial purposes, sending chain letters, soliciting money for any reason, or providing political or campaign information;
- ☐ sending or soliciting sexually oriented messages, images, sounds, music or video;
- ☐ capturing, sharing, or publishing a still or video image of an individual without his or her consent;
- ☐ engaging in electronic chats, messaging, social media, or gaming during class or otherwise, except as authorized;
- ☐ vandalizing school networks;
- ☐ interfering with a network administrator's or teacher's right to monitor network activity;
- ☐ attempting to login to a network by impersonating or sharing the password of another user;
- ☐ disabling anti-malware software or otherwise, which would facilitate the transfer of viruses to the school network;
- ☐ attempting to threaten, harass, or bully others by sharing chat logs, messages, pictures, videos, or other electronic means. This includes, but is not limited to, using offensive or harassing statements, such as disparaging others based on race, appearance, national origin, sex, sexual orientation, age, disability, religious or political beliefs;
- ☐ installing peer-to-peer (p2p) software of any kind, keyloggers, or bypassing the school's configuration/security process;
- ☐ carrying the laptop in a bag that does not comply with the school's health and safety standards and Student Handbook Guidelines.

II   **Net Etiquette:** Below are rules of appropriate behaviour on technology and network etiquette at Lockerby Composite School:

- acknowledge explicitly any audio, video, sound, or text web sources;
- follow Lockerby Composite School's Academic Honesty and Integrity Policy;
- use polite and appropriate language (do not swear, use vulgarities, or other abusive and offensive language);
- do not reveal personal information such as your address, phone number, credit card, bank account, social insurance number, or the personal information of others;
- do not reveal the personal information of others, including use of photos of others, use of messages of others, their identification, or video of others, through such devices as webcams or downloaded cell phone data;
- do not disrupt the use of the network;
- do not attempt to gain unauthorized access to system programs or computer equipment.

III   **Disclaimer:** Lockerby Composite School and the Rainbow District School Board are not responsible for computer-related damages, including data loss, the presence of viruses, or inaccurate information on permanently installed computers, laptops, and/or other devices. Students accept personal responsibility for any information obtained or delivered via the network, including the sharing of personal information.

IV   **Privacy:** Students (including laptop students) may be assigned individual accounts (such as Gmail, other @rscloud domain accounts, and/or otherwise). Teachers and administrators may monitor all student work and email, including material saved on laptops and/or other device hard/cloud drives. Users should NOT assume that files stored on network servers or hard/cloud drives of individual computers will be private.

V   **Loaned Equipment:** Lockerby Composite School students will occasionally be loaned technology throughout the school year. Students are to accept responsibility for the security and safekeeping of the technology while it is in their possession. Students who receive loaned technology agree to indemnify and hold harmless Lockerby Composite School (and Rainbow District School Board) for any claims, loss, or damage arising from using this technology. Students also acknowledge responsibility and agree to return the technology in the same condition received at the end of the agreed-upon return period. Students also agree to accept full liability for the technology loaned and:

- the technology shall be operated in a responsible manner
- the technology shall also be operated in accordance with the Acceptable Use of Information and Communication Technologies for the Rainbow District School Board
- if the technology is not returned to Lockerby Composite School, students shall reimburse the school for the replacement cost of the technology
- if the technology is returned damaged or has missing accessories pieces at the end of the return period, students shall reimburse the school for the repair or replacement cost of the technology

Student Agreement: I understand and will abide by this Acceptable Use Policy for Technology and Networks. I understand that any violation can result in the loss of access privileges and in further school disciplinary action.

_____   _____   _____
Student Name (please print)   Student Signature   Date

Parent/Guardian Agreement: I have read this Acceptable Use Policy and understand that computer access is for educational purposes. I recognize that it is impossible to restrict access to all inappropriate materials. I accept responsibility for my child's/student's compliance with this Acceptable Use Policy for Technology and Networks and give permission for my child/student to use Lockerby Composite School technology (including laptops, Chromebooks, iPads, any other personal devices, including cell phones, or otherwise), and networks.

_____   _____   _____
Parent/Guardian Name (please print)   Parent/Guardian Signature   Date