Ottawa Adventist School

ACCEPTABLE USE AGREEMENT

Acceptable and Safe Use Procedure

Computing technology in Ottawa Adventist School is provided for educational purposes, not for public access.

Please review this procedure with your parent/guardian. Procedures and rules regarding the use of computing technology in Ottawa Adventist School must be followed.

Acceptable Use

- o I will use the computing technology as instructed by my teachers;
- o I may use the Internet when a teacher is present or I have special permission to do so;
- o I will only use computing technology facilities for recreational purposes when I have permission from my teacher;
- o I will never use schools computing technology for Cyber-bullying, visiting unacceptable sites, and/or illegal activity;
- o I may quote another person's work if I acknowledge it in a reference note;
- o I will not buy or sell materials using school computers;
- o I will follow the school rules when using and downloading any files and software;
- o I will keep my password secret and not misrepresent my identity.

Safe Use

- o I will never give out personal information about myself or others on the Internet without my teacher's instruction. This includes my last name, age, sex, home addresses, telephone numbers, pictures, videos, routes taken to school, parents' hours of work, etc.;
- o I will only use my first name if I am working with a project where I communicate with other people;
- o I will inform my teacher immediately if I find materials and sites I should not see;
- o I will inform my teacher immediately if I am ever uncomfortable or frightened on the Internet (because another user is not using acceptable behaviour);
- o I will seek help from principals, teachers and parents when someone tries to Cyber-bully me.
- o I will report Cyber-bullying to the principal, teacher and parents.

Appropriate Use

- o I will be polite;
- o I will only use language that is acceptable in my school;
- o I will send messages that contain words or information I would write on a classroom blackboard;

- I will not use the computing technology in any way that will harm the system or another person's work;
- I will respect the privacy of others;
- I will not go into another person's private mail or files or post information about others on the internet without their consent.

Reliability

- I understand that the teachers and technicians try to ensure that the computer and technology facilities work. However, I understand that the computer and technology facilities may be unavailable sometimes;
- I understand that information found on the Internet may be false, and I must learn to think critically and evaluate on-line information and their source(s).

Abuse/Misuse of the System

- I understand that I must follow the rules and procedures in Appendix A and those given by my teacher. If I do not follow these rules, I may have my computer privileges taken away and have to visit the principal to review my actions;
- My actions are bound by my school's Handbook, which states that a student may be suspended or expelled from his or her school, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, engaged in a school-related activity, or engaged in conduct that has a relationship to the school or school community.

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Letter to Parents/Guardians and Students

Dear Parent/Guardian and Student:

Ottawa Adventists School is pleased to provide parents/guardians and students with information regarding computing technology available to students at school. Please read this letter and the accompanying Acceptable and Safe Use Procedure.

OAS computing technology is made available to students to support their learning, research requirements, and career preparation. The Internet is a vehicle for accessing a global network of information resources for teaching and learning. Students may use the Internet to locate and retrieve information and communicate learning with others.

Students are encouraged to report Cyber-bullying to parents/guardians and teachers. Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others. Cyber-bullying can happen through the use of e-mail, cell phone text, multi media messages, instant messaging, defamatory Web logs (Blogs), personal Web Sites, and on-line personal polling sites and other social media websites and applications. It is a crime to publish a "defamatory libel" (i.e. writing something that is designed to insult a person or likely to injure a person's reputation by exposing him or her to hatred, contempt or ridicule). It is also a crime to repeatedly communicate with someone causing him or her to fear for his or her or someone else's safety. Students engaged in Cyber-bullying will be subject to discipline according to the Schools Handbook. Police may be contacted.

Cyber-bullying often takes place off school property and/or outside school hours. Normally this cyberbullying is not a school matter but a parent, community, and/or police matter. On occasion, this type of Cyber-bullying can have an impact on the school and negatively affect safety and learning. When this type of Cyber-bullying affects the school climate it becomes a concern for school administrators and teachers.

Students are encouraged to be media literate. Internet resources may contain material that may be questionable, objectionable, or illegal. Students re-visiting unacceptable sites will be subject to discipline according to the Schools Code of Behaviour. Cellular phones (and other electronic signaling devices) are disruptive if they are activated in class. Incoming calls distract the student's attention away from the instruction and can interfere with both teaching and learning.

All students are expected to abide by the OAS Acceptable and Safe Use Procedure included with this letter. Misuse and/or abuse of the facilities and resources are subject to consequences as defined and explained in the schools' Handbook.

Use of OAS computing technology for unacceptable, illegal, political or private commercial purposes is strictly prohibited. The onus is on the user to know and to comply with these regulations. We look forward to providing students with the opportunity to use the school's computing and information technology resources in a safe and meaningful way.

I have read the Acceptable and Safe Use Procedure - Letter to Parents/Guardians and Students and the Acceptable and Safe Use Procedure. I understand that if I do not follow the rules and procedures outlined therein, my access to computing and information technology facilities and resources or the Internet may be terminated. I may face consequences in keeping with laws and regulations. Police may be contacted.

Student Name: _____

Student Signature: _____

Parents/Guardians Signature: _____

Date: _____

Teacher: _____

Grade: _____