



**Calgary Board
of Education**

Dear Parents/Guardians,

Technology Digital Citizenship Agreement and Acceptable Use Policy (AUP)

Please read the following statements very carefully.

1. I will not use technology to do anything harmful (including: sharing personal information about self and others, derogatory comments or bullying).
2. I will protect the integrity of technology I use (school equipment, programs and services used).
3. I will use technology for academic use only (projects, homework and related academic purposes) in school.
4. I will be prepared to be held accountable for my actions (and the loss of privileges and consequences resulting from violation).
5. I will notify an adult for help when needed (if anything is found to be alarming, unsafe or insecure using technology).
6. I will follow the guidelines of use as provided by my teacher and staff at Simons Valley School.
7. I understand that the school is in no way responsible for repairing or replacing damaged or stolen devices or related technology equipment.
8. I have read and understand the contents of the attached Acceptable Use Policies for both the Simons Valley School Internet and use of Google Applications.

Internet Usage Agreement and Google Applications Agreement (Please Check):

☐ I have read and understand the contents of the Acceptable Use Policy regarding use of the Internet and Google Applications.

☐ I give my son/daughter permission to use all of the SVS network functions including the use of the network and access to remote sites.

As a condition of: (Student's Name) _____ being permitted to use the CBE network, I understand that access to electronic information, which includes the Internet, is designed for educational purposes. Policies and procedures which require classroom teachers and library/media specialists to monitor and restrict access to inappropriate material are in place, but Simons Valley School cannot monitor users at all times and thus cannot guarantee that students will not gain access to inappropriate material. Therefore, I will not hold the Simons Valley Schools responsible for any inappropriate material acquired from this network. In addition, I understand that Simons Valley School does not assume responsibility for the accuracy or reliability of information obtained through access to remote sites. The use of on-line information retrieval and sharing is a privilege, not a right. Inappropriate use may result in a cancellation of this privilege and/or disciplinary action.

Student's Name (Printed)

Student's Signature

Date

Parent's Name (Printed)

Parent's Signature

Date

STUDENT AGREEMENT FOR ACCEPTABLE USE OF GOOGLE APPLICATIONS

Google Account: Applications and Tools: Google Apps Education Edition offers a free (and ad-free) set of customizable tools that enable teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate effectively in a digital educational environment. Students will use Google for educational purposes. The Google account assigned to your child was created by the school and assigned to your child. No student personal information was collected by Google in creating these accounts.

The school is in control of which Google services it provides for student use. As part of our educational technology plan, Internet safety is a main component of technology use. Teacher supervision, school filters, and spot checking student accounts will be used to ensure that students' use of digital tools adheres to school policy. Students will use these tools available to all Google Account Members (these tools include, but are not limited to):

- Custom Gmail address (email)
- Calendar to enter school assignments and activities
- Drive for creating or sharing online documents (with tools similar to Microsoft Word, PowerPoint and Excel)
- Google Sites, Earth and Maps

When using Google Apps and Tools, students work in a safe environment because people outside the district domain cannot login and thus have no access to school accounts, and information. Only district users can obtain access to the CBE Google domain. The tools provided will be available to students at school and wherever they can acquire an Internet connection. These tools (commonly referred to as GAFE- Google Apps for Education) will help students keep organized, prevent lost homework, and allow students to work individually or collaboratively on school assignments. They will also help us move toward the direction of becoming a more paperless district. Students will be monitored when using Google Apps and Tools at school. The administrator of the domain maintains the right to turn off a student's services based on the items stated in this Acceptable Use Policy (AUP). Please read the provided AUP carefully and sign the agreement (FIRST PAGE of this Document) and RETURN THE SIGNED PAGE to your child's teacher so that your Google account can be enabled.

Terms of Agreement:

1. I understand and have read the information contained in the Student Code of Conduct for the use of Simons Valley School or Google Apps for Education.
2. I understand that this service is a privilege, not a right, and that inappropriate use in or outside of school of school will result in disciplinary action.
3. I understand that Internet use outside of school is my responsibility.
4. I will report any evidence of inappropriate use to a responsible adult in district staff.



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BYOD (BRING YOUR OWN DEVICE)

SVS is participating in a BYOD program. The district has no liability for student devices, which are limited to tablets, iPads and laptops only. BYOD may be used at an individual teacher's discretion; the duration, frequency and usage are subject to change, based on assignment. BYOD participants must follow all clauses set forth in the AUP.

