

ADMIN PROCEDURES MANUAL
Administrative Procedure 140 (Appendix B)

STUDENT TECHNOLOGY USER AGREEMENT GRADE K-5

New Westminster school district provides students with access to technology to support learning. Using technology tools requires students to be responsible digital citizens. Digital citizens look after themselves, others, and property.

Looking After Myself and Others

- I use a digital device only when I have permission. I use technology for schoolwork only.
- I go to approved websites and tell my parents or my teacher if I unexpectedly go to a website that is inappropriate.
- I do not share any personal or private information about myself online, such as pictures, my birthday, my phone number, or my address.
- I tell an adult I trust if someone is being unkind or makes me feel uncomfortable.
- I use strong passwords and never share them with others.
- I am kind when online.
- I don't share personal or private information about others online.
- I ask permission before posting stories, pictures, or videos of others.
- I respect others' opinions.

Looking After Property

- I use technology in a safe and appropriate manner.
- I do not download or install software without permission (including movies, games, music)
- I am respectful of other people's online spaces.

By signing this agreement, I commit to act in a manner that is respectful to myself and others and to act appropriately, when using district digital technology. I agree to follow the guidelines above and understand that there will be consequences for inappropriate online behavior.

Name of Student: _____ **School:** _____

Grade: _____ **Date:** _____

Student Signature: _____

STUDENT TECHNOLOGY USER AGREEMENT GRADE 6-8

New Westminster school district provides students with access to a wide variety of digital resources to support learning. Students use technology to conduct research, create digital content, communicate, collaborate, and share ideas. Using technology tools requires students to be responsible digital citizens who look after themselves, others, and property.

When using technology, I will follow these digital citizenship guidelines:

Looking After Yourself and Others

- I use District technology only for educational purposes only.
- I respect myself and others when interacting online by being kind and considerate.
- I use technology in a safe, respectful, kind, and appropriate manner.
- I don't use abusive, vulgar, profane, harassing, or other inappropriate language.
- I don't post threatening, offensive, or obscene material.
- I ensure that pictures and material I post online are appropriate and suitable.
- I ask permission before posting stories, communications, pictures, or videos involving other people.
- I manage my digital footprint carefully and understand that my online posts may be permanent.
- I report any online situation that makes me feel unsafe or uncomfortable to a trusted adult.
- I say no to cyberbullying and when I encounter it, I **STOP** and leave the website, **BLOCK** communication with the cyberbully, **TELL** a trusted adult immediately.
- I respect others' privacy by not sharing their personal and private information online.

Looking After Property

- I protect myself by keeping my devices secure and by using high privacy settings.
- I use strong passwords and never share them.
- I do not attempt to impersonate or use someone else's account or identity online.
- I request permission to use or install software and media. Such software and material must be legally purchased, licensed, and registered.
- I follow copyrights laws, act with integrity and do not plagiarize.
- I care for District technology. I do not attempt to vandalize district or external technology and systems, including malicious attempts to destroy data of another user via viruses or other means.

Possible Consequences of Unacceptable Student Use of District Technology

- Loss of district technology privileges.
- Disciplinary action through the school or District code of conduct.
- Financial liability for damaged equipment.

By signing this agreement, I commit to act in a manner that is respectful to myself and others, and to act appropriately, in a moral and ethical manner when using district digital technology. I agree to comply with the principles of digital citizenship outlined in this agreement and accept that failing to follow these guidelines will have consequences.

Name of Student: _____ **School:** _____

Grade: _____ **Date:** _____

Student Signature: _____

STUDENT TECHNOLOGY USER AGREEMENT GRADE 9-12

New Westminster school district provides students with access to a wide variety of digital resources to support learning. Students use technology to conduct research, create digital content, communicate, collaborate, and share ideas. Using technology tools requires students to be responsible digital citizens. Digital citizens look after themselves, others, and property.

When using technology, I will follow these digital citizenship guidelines:

Looking After Yourself and Others

- I use District technology only for educational purposes only.
- I respect myself and others when interacting online by being kind and considerate.
- I do not use abusive, vulgar, profane, obscene, harassing, or other inappropriate language.
- I respect others' privacy by not sharing their personal and private information online.
- I seek permission before posting stories, pictures, or videos involving other people.
- I do not visit sites that are degrading, pornographic, racist, or inappropriate; nor share, store, or duplicate their content. I immediately report accidental access to such material to a staff member.
- I report any online situation that makes me feel unsafe or uncomfortable to a trusted adult.
- I say no to cyberbullying and when I encounter it, I **STOP** and leave the website, **BLOCK** communication with the cyberbully, **TELL** a trusted adult immediately.
- I do not share known false or defamatory information about a person or organization.
- I do not attempt to access unauthorized data, servers, or external services.

Looking After Property

- I protect myself by keeping my devices secure and by using high privacy settings.
- I use strong passwords and never share them.
- I do not attempt to impersonate or use someone else's account or identity online.
- I request permission to use or install software and media. Such software and material must be legally purchased, licensed, and registered.
- I follow copyrights laws, act with integrity and do not plagiarize.
- I care for District technology. I do not attempt to vandalize district or external technology and systems, including malicious attempts to destroy data of another user via viruses or other means.

Possible Consequences of Unacceptable Student Use of District Technology

- Loss of district technology privileges.
- Disciplinary action through the school or District code of conduct.
- Financial liability for damaged equipment.

By signing this agreement, I commit to act in a manner that is respectful to myself and others, and to act appropriately, in a moral and ethical manner when using district digital technology. I agree to comply with the principles of digital citizenship outlined in this agreement and accept that failing to follow these guidelines will have consequences.

Name of Student: _____ **School:** _____

Grade: _____ **Date:** _____

Student Signature: _____