

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 Signature: _____