

**ADMIN PROCEDURES MANUAL**  
**Administrative Procedure 140 (Appendix B)**

---

## **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:** \_\_\_\_\_