

**ADMIN PROCEDURES MANUAL**  
**Administrative Procedure 140 – Appendix A**

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**NEW WESTMINSTER SCHOOL DISTRICT STAFF PERSONAL DIGITAL  
DEVICES USER AGREEMENT**

Name: \_\_\_\_\_ Site: \_\_\_\_\_

District technology/device refers to the broad range of digital communication, information and related technologies used to support teaching, learning, and administration, whether accessed at or outside of school/work settings or time. It includes hardware, software, district networks and digital services such as email and cloud-based applications provided by the District. It also includes the use of personal digital devices when accessing District networks, services, and content.

As a user of New Westminister School District's technology, it is my responsibility to understand the guidelines governing my access to technology. As such, I have read and understood my responsibilities as described in Administrative Procedure 140 and its associated appendices.

I understand that my use of the Internet and district e-mail is identifiable and acknowledge that it is my responsibility to ensure that my usage does not contravene any laws, privacy legislation or district regulations, including copyright laws, laws pertaining to obscene and discriminatory material. I agree to adhere to licensing agreements and agree that I will not transmit sensitive material over the Internet.

I understand that my usage may be monitored, and that inappropriate usage may be cause for disciplinary and/or legal action and acknowledge that when I am granted access to district technology I will act in an ethical and professional manner, using these tools for educational and work purposes only.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_