

STUDENT DIGITAL DEVICE USER AGREEMENT GRADE K-5

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

A digital device is defined as any device that can be used to communicate or to access the internet, such as a cell phone, tablet, smart watch, gaming device, or electronic toy. The district recognizes its responsibility to restrict the use of personal digital devices at school for the purpose of promoting safety and focused learning environments; as well as to provide guidance in responsible device use.

Looking After Myself and Others

- I use a digital device only when I have permission. I use digital devices 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 do not 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 digital devices 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 or my personal digital device. 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 DIGITAL DEVICE USER AGREEMENT GRADE 6-8

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

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

Looking After Yourself and Others

- I use District digital devices only for educational purposes only.
- I respect myself and others when interacting online by being kind and considerate.
- I use digital devices in a safe, respectful, kind, and appropriate manner.
- I use digital devices responsibly and appropriately by not using abusive, vulgar, profane, harassing, or other inappropriate language or to 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 digital 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 digital devices. I do not attempt to vandalize district or external digital devices and systems, including malicious attempts to destroy data of another user via viruses or other means.

Possible Consequences of Unacceptable Student Use of District Digital Devices

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

ADMIN PROCEDURES MANUAL

Administrative Procedure 140 (Appendix B)

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 devices. 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 digital devices to support learning. Students use digital devices to conduct research, create digital content, communicate, collaborate, and share ideas. Using digital devices requires students to be responsible digital citizens, who look after themselves, others, and property.

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

Looking After Yourself and Others

- I use District digital devices only for educational purposes only.
- I respect myself and others when interacting online by being kind and considerate.
- I use digital devices responsibly and appropriately by not using abusive, vulgar, profane, harassing, or other inappropriate language or to post threatening, offensive, or obscene material.
- 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 digital devices. I do not attempt to vandalize district or external digital devices and systems, including malicious attempts to destroy data of another user via viruses or other means.

Possible Consequences of Unacceptable Student Use of District Digital Devices

- Loss of district digital devices privileges.
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Name of Student: _____ **School:** _____

Grade: _____ **Date:** _____

Student Signature: _____