

# AP 334

## Acceptable Use of Digital Technology

### Background

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The purpose of this procedure is to provide clarity and ensure responsible and safe utilization of digital tools and resources by students and any other individuals within the school community.

The Abbotsford School District recognizes that digital technology is an integral part of the educational curriculum. Using digital devices, networks, and services provided by the school district, including but not limited to computers, tablets, mobile devices, internet access, software applications, and online platforms significantly enhances educational experiences and communication for students and staff.

By adhering to this administrative procedure, users acknowledge their responsibility to utilize these resources in a manner that aligns with the educational mission of the school district and respects the rights and well-being of others.

### Procedures

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#### 1. Definitions

- 1.1 Online communications refers to websites, social media platforms, web applications, and services that enable learners to create and share content or to participate in social networking for educational purposes. Social media is defined as websites and applications that enable users to participate in social networking.
- 1.2 BYOD (Bring your own Device) refers to the practice of enabling students to bring personally owned devices (such as laptops and tablets) to school for the sole purpose of educational use.

#### 2. Students

- 2.1 Student online behaviour is subject to the Student Code of Conduct (see Board Policy 15).
- 2.2 Consent is required for students to access services using personally owned devices. The consent form, [AP 334-1 Bring Your Own Device](#) must be signed by parents/guardians and students in order to access district communications.

2.3 Any use of online communications or digital learning services must observe the terms or contract agreement of the service.

2.4 Students must be advised of the potential consequences of their online activity and digital footprint and only engage in online activity that reflects high standards of digital citizenship.

2.5 School related online activities are an extension of the classroom, and subject to all school and district expectations.

2.6 Personal information, including, but not limited to, last names, birthdates, phone numbers, addresses, media (audio, video, images), financial or medical information must not be posted publicly online. When possible, students should provide anonymous personal information using aliases for online user accounts. Students should not share passwords.

2.7 To ensure that all information is appropriate, students must thoroughly read any source/webpage before linking to it in an online format such as a portfolio.

2.8 Students must do their own work. They must not use intellectual property without permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s), the sources must be cited. Sources must be properly cited when others' thoughts, work or ideas are used.

2.9 Many pictures and other media are protected under copyright laws. Students must cite sources and/or verify that they have permission to use an image, recording, video, or other media.

2.10 Although students are encouraged to use an alias or different birthdate to increase privacy, students must not intentionally misrepresent themselves or use someone else's identity in any other manner.

2.11 Students must report any content or behaviour that is not suitable in the school environment.

2.12 It is expected that students using district services only do so for educational purposes.

2.13 Students who do not abide by these terms and conditions may face disciplinary action.

### **3. Parents**

- 3.1 Parents participating in school-related activities must adhere to the privacy principles in this administrative procedure (AP 334) with regard to posting student media, including photos and personal information.
  
- 3.2 Parents must not distribute any personal information about other students or parents. For example, when sending an email to groups, use the blind carbon copy (BCC) field to protect individual email addresses.

## AP 334-1 Bring Your Own Device (BYOD) – Consent Form

This consent form is provided to parents/guardians and students so that an informed choice may be made with regard to consent to use a personal device, such as a laptop.

The Abbotsford School District recognizes that digital devices are valuable resources for learning. The Bring Your Own Device (BYOD) Program is an optional program available in some Middle and Secondary Schools, that allows students to use personal devices limited to laptops, Chromebooks or tablets. Smartphones are not included in the BYOD Program.

Participation in the BYOD Program requires district approval. The district expects that students should be using BYOD devices for educational purposes.

Although staff will endeavor to support students in the classroom, the district has no liability or responsibility at any time or location for technical support, device theft or damage, or loss of data. BYOD users are subject to school and class expectations, as well as AP 334 –Acceptable Use of Technology . The district, through school administrators, reserves the right to access any files on the device in case of misuse, suspicion of misuse, or other activities in violation of the district’s Student Code of Conduct. Misuse of devices may result in their removal from school networks and a request to remove the devices from school property.

Parents/Guardians may wish to include personal devices used on school property in their personal insurance coverage.

### Student Consent

I agree that I will use my device appropriately and for learning.

Name of Student: \_\_\_\_\_

Student’s abbyschools email address: \_\_\_\_\_

Student Signature: \_\_\_\_\_

### Parent/Guardian Consent

Select **only one** of the following:

I have read and understand the information above and consent to my child being involved in the Abbotsford School District BYOD Program. This consent will be considered valid from the date on which it is signed until completion of grade 12.

At this time, I do not consent to my child being involved in the Abbotsford School District’s BYOD Program.

Name of Student: \_\_\_\_\_ Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_

Type of Device (Tablet, Chromebook, Laptop): \_\_\_\_\_ (No phones)

Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_