



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

## APPROPRIATE USE OF TECHNOLOGY AGREEMENT JUNIOR STUDENTS (GRADE 4 TO GRADE 6)

(References: OCDSB Policy P.100.IT Appropriate Use of Technology and  
Procedure PR.622.IT Appropriate Use of Technology)

At the Ottawa-Carleton District School Board (OCDSB) we believe in digital citizenship and the use of technology to enhance learning and to support the work environment.

Technology means computers, cell phones, the internet or other electronic devices.

### I/We Agree That:

1. I will keep myself safe by not giving out my personal details including my name, telephone number, address, my password or my picture.
2. I will be respectful in how I talk to and work with others online and will never write or participate in online bullying.
3. I will be considerate and careful when using technology at school, so not to damage the equipment or to interfere with the work of others that has been saved electronically.
4. I understand the security, care and maintenance of my personal device is my responsibility. I will securely store my device when not in use.
5. I will not download or use programs that my teacher or school did not approve for instructional use, including games.
6. I will talk to a teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the internet
  - I come across websites which are not appropriate for school or are just for adults
  - Someone writes something I don't like, or makes me feel uncomfortable, or asks for information that I know is private.

I acknowledge and agree to follow these rules. I understand that I may not be able to access technology at school if I do not act responsibly.

Student's Name

Student's Signature

Parent/Guardian Initials

Parent/Guardian Permission

I agree to allow my child to use the technology resources of the Ottawa-Carleton District School Board. I have discussed appropriate use with her/him.

Parent/Guardian Signature

Date