



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

## APPROPRIATE USE OF TECHNOLOGY AGREEMENT INTERMEDIATE/SENIOR STUDENTS (GRADE 7 TO GRADE 12)

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

The Ottawa-Carleton District School Board (OCDSB) recognizes the benefits that technology can bring to support student learning, staff development, communication with stakeholders, and other administrative and operational activities aligned with the core business functions of the OCDSB.

The OCDSB supports and encourages responsible use of technology through the following nine principles of Digital Citizenship: Digital Access, Digital Commerce, Digital Communication, Digital Literacy, Digital Etiquette, Digital Law, Digital Rights and Responsibilities, Digital Health and Wellness, and Digital Security. Users who are given access to the District's technology, its electronic devices, or who use their own technology or personal electronic devices in the District's learning or work environment, whether connected to the District or non-District networks, are required to know and abide by the Policy P.100.IT Appropriate Use of Technology in order to ensure that all technology is being used in a safe, legal, and responsible manner.

Technology refers to electronic content, data, communication, and equipment.

### I Agree That:

1. I will keep my personal information or the personal information of others to myself and not share it through technology. Personal information includes: name, telephone number, address, passwords, images, videos, credit card numbers, or bank account numbers.
2. I will access only my personal files and acknowledge that accessing the files of others or the OCDSB network is not appropriate.
3. I will use technology at school for learning and will be responsible for my behaviour while using technology. I will not harass, insult, or attack others. Appropriate language must be used over the network at all times.
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 use technology for transmitting or viewing any material in violation of legislation, regulations, OCDSB policy or procedure including copyrighted, threatening, or obscene material. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
6. I will not download or use programs that are not approved for instructional use such as videos, games or music.
7. I will not interfere or vandalize the equipment, which is defined as any attempt to harm or destroy equipment, data, and / or the operating system or applications.
8. I understand that my use of technology can be monitored and logged by the OCDSB.
9. I agree to follow the principles of Digital Citizenship, Community of Character, School Code of Conduct, OCDSB Policy P.100.IT and Procedure PR.622.IT.
10. I understand that these rules are designed to keep me safe and if I choose not to follow them school sanctions will be applied.

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 and/or to use their personal owned devices in accordance with legislation, OCDSB policies and procedures. I have discussed appropriate use with her/him.

Parent/Guardian Signature

Date