

Issue Date	August 27, 2018
Revision Date	April 10, 2019
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pObjective:

To support responsible implementation of Board Policy on the use of technology.

Aurora Academic Charter School supports and encourages responsible use of technology to enhance and facilitate learning. Our goal is to ensure that student interaction with technology contributes positively to the learning environment at school and in the community.

This administrative regulation applies to Aurora Student use of technology.

“A student, as a partner in education, has the responsibility to:

(e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;”

Alberta Education Act: 31(e)

In cases where irresponsible or unethical use is detected, School Discipline Policy 6040 will be utilized.

Responsibility:

Managed by the Superintendent, supervised by the school Principals and the Director of Technology.

Regulation:

1. Technology will be accessible to individuals and to whole classes to pursue learning goals on a consistent and as-needed basis.
2. Aurora School utilizes numerous programs, apps, and tools to support student learning.

In particular, Google Apps for Education (GAFE) is used systemically for students and teachers. It is a free, flexible tool that is used to design and build students’ learning. Some of the apps within GAFE include:

- Google Calendar
- GMail
- Google Slides
- Google Docs
- Google Sheets
- Google Hangouts

This is not a comprehensive list, nor are students limited to this environment. Teachers and students select software and technology tools constructed for the best use for teaching and learning.

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3. Parents will complete a FOIPP (Freedom of Information and Protection of Privacy) form each year during student registration procedures to ensure we are following parents’ direction regarding publishing student work and student images.
4. Aurora Academic Charter School uses methods and technologies to minimize students’ access to inappropriate online content, and provides education and supervision to ensure students understand and comply with the safe, legal and responsible use of technology and the information accessed. We still require student, parent, and staff vigilance and assistance to ensure responsible use.

Parents share responsibility in educating and supervising their children’s use of technology. A completed “Annual Technology Declaration”, as shown in the Appendix, is required before students may access school technology and devices.

Personal Technology

Students may bring personal technology to school for learning purposes, only as directed by their teachers. When using personal technology at school, all of the above conditions apply. Cell phones and like devices that have not been approved for use by teachers, must remain locked in lockers with ringers and sound turned off.

References:

- BP 2040 Member Code of Conduct*
- BP 5250 Staff Internet Use*
- BP 6040 School Discipline*
- AR 6040 School Discipline*
- BP 7040 Technology Policy*
- The Education Act*
- Freedom of Information and Protection of Privacy Act*

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APPENDIX

Annual Technology Declaration – Home Room

A Parent/Guardian of **[student name]** _____ and the student must read and complete this form for the [YEAR] _____ school year. Students are responsible for appropriate behaviour when using technology, just as they are in a classroom, on a bus, any school-related functions, or on school grounds. General school rules and expectations apply to the use of technology, regardless of location, time and device. References: 7040 BP Technology Policy, 7040 AR Technology Policy.

Student Declaration

Respect and Protect Myself

- Will take responsibility for actions when posting or viewing online information and images.
- Will only use my account(s) and protect my passwords by not sharing them with others.
- Will follow school procedures and behaviour standards.
- Will not reveal personal information about myself or others with any online service or person.
- Will not use electronic devices in the locker rooms and/or washrooms at any time.
- Will not access, use, or share digital/online pornographic, degrading, demeaning, racist, or inappropriate material or communications.

Respect and Protect Others

- Will obtain permission from individual(s) before sharing commonly created electronic data.
- Will obtain permission from individual(s) before sharing any photographs, video, audio, or any information about them or regarding them.
- Will not use technology to degrade, defame, harass, intimidate or cause harm to others.
- Will not disguise or conceal my identity.
- It is understood that Administration may ask to search my personal technology and/or have law enforcement search my personal technology, if there is reasonable grounds to believe there has been a serious breach of school rules or discipline policies.

Respect and Protect Intellectual Property

- Will follow federal copyright laws and fair use guidelines.
- Will respect information owned by Aurora Academic Charter School.

Respect and Protect Aurora School Property and Equipment

- Will take full responsibility for, and respectfully use, any technology available to me at all times.
- Will use network bandwidth, file storage space and printers reasonably and responsibly.
- Will report abuse of technology to a school administrator and/or designate.
- Will report security or network problems to a school administrator and/or designate.
- Will not download, install, modify or delete software on Aurora School devices.

I, [student name] _____ have read, understand, and agree to the above conditions.

Student Signature: _____ Date: _____

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Parent/Guardian Declaration

I have carefully reviewed this document with **[student name]** _____ and agree to the above conditions.

Please Print Name:

Signature: _____ Date: _____