



### **Student Responsible Use Policy (RUP)**

#### Purpose of Document:

Park West School Division (hereafter referred to as PWSD) uses and encourages the use of technology in support of student learning. With an evolving world of technology, it is PWSD's goal to provide access to technological resources in order to enhance student learning experiences, educate students on responsible and appropriate use, and to give students the skills to succeed in life. As technology evolves and its use grows, it is important for students to recognize and understand their responsibilities for using technology for educational purposes. We encourage students, families, as well as classroom teachers to read this document together to better understand responsible use of technology.

#### Use of Technology Student Responsibilities:

By using technology at PWSD students are expected to adhere to the following:

- Follow teacher/building/division instructions when using technology
- Be polite, considerate, respectful, and use appropriate language while communicating using technology or PWSD services
- Treat all ICT equipment with respect
- Take responsibility for care of devices inside and outside of school
- Let a staff member know if they see or do any of the following:
  - Bullying using technology
  - Inappropriate use of technology
  - Physical damage to technology equipment
  - Access accounts/services they should not have access to
- Follow any security/filtering measures in place and make no attempt to bypass them
- Keep passwords to themselves, only sharing with a teacher or parent/guardian if appropriate
- Use only their own account to access any PWSD services
- Access only their own files unless they have permission to access someone else's
- Share information only if they have permission to do so
- Follow all applicable laws and rules associated with technology use, including age restrictions
- Be respectful of any technological resources that PWSD has limited supply of, thus allowing everyone to have access
- Use PWSD resources for intended purposes



PWSD will make reasonable attempts to remove barriers to technological access and give everyone equal opportunities to access technology. It is important that students do their part to ensure that services are available to everyone.

Reasonable efforts will be made by PWSD to ensure it follows any regulations/laws as required to help protect student privacy/data. However, students should understand that what they do using technology while in a PWSD building or using a PWSD account cannot be considered private or confidential and accounts may be monitored by authorized personnel at any time.

PWSD expects that students use technology responsibly and appropriately. If students choose to not follow the above guidelines, appropriate consequences will be determined depending on the situation and severity.