



# Bowen Island Community School

West Vancouver School District

## DIGITAL DEVICE USE AGREEMENT, K-2

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### Background

The digital devices acquired for BICS students represent a major commitment made from School District 45 and the BICS PAC. Parents have committed countless hours as volunteers and made significant financial donations to pay for them. For these reasons, and because digital devices have an environmental cost, it is important that BICS devices are not replaced before it is absolutely necessary which means students are also expected to make a commitment. To use devices at school, students must commit to this agreement which describes how to use devices purposefully, fairly, responsibly, and ethically, as well as the three steps that will be implemented if a student does not honour this Agreement.

This agreement is a great opportunity to teach about privilege and responsibility. Please read the guidelines below to your child and help them understand the commitment they need to make in order to use the devices at BICS. Thank you for your cooperation.

### GUIDELINES

#### ***Internet Use***

*Be purposeful.* Device use at school is intended to support learning.

- Only visit websites your teacher has asked you to visit.
- Only play games if given permission by your teacher.

#### ***Handling***

Be responsible. Devices can be damaged easily; students must be careful when carrying and using the devices.

- Ensure your hands are clean before handling the devices.
- Unplug and plug in the devices carefully.
- Use the device you have been assigned. Sign it out and in each time you use it.
- Carry the device to your desk with two hands.
- Ensure you have sufficient desk space for the device and other supplies.
- Do not remove keys or other buttons.
- Do not touch laptop screens. Do not touch any screens with a pen or pencil.

*Students who willfully or intentionally damage a device will lose their device privileges. The student will also pay for the damage to school property in accordance with Provincial Law (BC School Act).*

**Photographs**

Be ethical. Photographs can invade other people’s privacy.

- Only take photographs/videos when given permission by a teacher.

Students who are unable to follow this agreement will be given a three step process.

Step One: Warning. Reminder of the importance of following the agreement will be given.

Step Two: Warning, Parent Involvement. The Teacher will include parents in discussions as to how to help the student follow this Agreement so that device privileges are not taken away.

Step Three: Removal of Device Privileges. The Teacher, and Principal or designate will suspend the students device privileges until they are confident the student can follow the guidelines of this Agreement.

I have read the Digital Device Use Agreement to my child and believe they understand it and are able to commit to honouring its guidelines.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

This document will be stored in the office and used, if necessary, in the implementation of Steps 1-3.