

# Caulfeild iDEC Technology User Agreement

## Intermediate Students 2022-23



You have the privilege of using digital devices as part of your learning at Caulfeild iDEC. These technologies will be used as a tool to enhance your learning and engage you in unique and dynamic ways. Digital devices are not toys; they are tools to help you learn. In order for you to be successful in your learning with these devices, please read the following student expectations carefully:

**You are responsible for reading, understanding and following the expectations below:**

I will use laptops, tablets, smart phones, and other devices in a safe and respectful manner. This means I will:

- ✓ Use only your own devices and not share them with other students.
- ✓ Use computer networks for educational and school-work related purposes.
- ✓ Follow copyright laws.
- ✓ Respect the privacy of others.
- ✓ Follow established guidelines for computer use and etiquette.
- ✓ Report violations to teachers or supervisors or the school administration.
- ✓ Immediately leave an inappropriate internet site and tell the teacher or the school administration.
- ✓ Cite sources and attribute material to its proper owner when conducting research.

### **Laptop/Device Student Contract**

As a learner, I will...

1. Be on the task assigned by my teacher at all times. At school, a device will be used for educational purposes only.
2. Always carry laptops with two hands and with the lid closed.
3. Use laptops on flat, secure surfaces and I understand that my screen must be in full view of my teacher.
4. Use my technology and the school wifi for educational purposes and I understand that our playgrounds are tech-free zones. This includes: before and after school and at recess and lunch, and also includes the use of personal devices (ie. smartphones, laptops, iPads, and smart watches).

5. Understand that school wifi is limited and I will not use the wifi for streaming video (ie. Youtube) and/or music services (ie. Spotify).
6. Ensure that I have tabs open only to school-related sites and I have a limited number of tabs open.
7. Take responsibility for trouble-shooting computer issues.
8. Mute the computer sound at all times unless my teacher gives me permission otherwise (earbuds are recommended). Only use earbuds when directed or permitted by my teacher.
9. Keep my username and passwords private.
10. Abide by the West Vancouver School District Guidelines for Student Access to District Electronic Information Systems.
11. Comply with the Student Code of Conduct and expectations stated in the Student Owned Laptop Handbook.
12. Bring my fully charged laptop to school each day.
13. Bring my power cord with me to school each day.
14. Only charge where directed by my teacher as cords left on the floors are a hazard.
15. Personalize my laptop (screen-savers, backgrounds, cursors etc.) in school appropriate ways.
16. Label my laptop and power cord with my first and last name.
17. Install virus-protection software with updates on my laptop.
18. Keep my laptop with me or secure at all times.
19. Be the only one to use my laptop at school. Ensure permissions are asked and granted if the sharing of devices occurs.
20. Take my laptop home safely every day to charge for the following day.

Use of all/any technology at Caulfeild iDEC is a privilege, not a right. I will follow the expectations listed above or will not be able to use these devices. If I do not follow the expectations, I will have a meeting with my parents, my classroom teacher, and school administration to review this agreement and decide when I am able to use technology at school again.

I have read the Caulfeild iDEC Technology Agreement with my parent(s) and understand the expectations for 2022-23.

Student Signature: \_\_\_\_\_

Division: \_\_\_\_\_

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

Date: \_\_\_\_\_