



RIDGEVIEW ELEMENTARY

Ridgeview Elementary BYOD Expectations

Laptops, Tablets and Devices (smart phones/watches) in a safe and respectful manner. This means:

- ✓ Use computer networks for educational and school-work related purposes.
- ✓ Follow copyright laws and cite sources and attribute material to its proper owner when conducting research.
- ✓ Respect the privacy of others.
- ✓ Follow established guidelines for computer use and etiquette.
- ✓ Follow and respect on-line group meeting rules 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.

Laptop/Device Student Contract

As a learner I will...

1. Store my personal devices (laptops, tablets, smart phones, etc.) in my backpack or secure storage in the classroom from **8:00 a.m. to 3:30 p.m.** unless I have permission from and am supervised by my teacher.
2. Phones and smart watches must be set to Airplane mode during school hours.
3. Be on the task assigned by my teacher at all times. At school, a device will be used for educational purposes only.
4. Let my teacher know if I need to communicate home, and at their discretion will go to the office to contact home and not use my personal device to contact home.
5. Always carry my device/laptop with two hands and with the lid closed.
6. Use laptops on flat, secure surfaces.
7. Take responsibility for trouble-shooting computer issues.
8. Mute the computer sound at all times unless my teacher gives me permission (headphones are recommended).
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.
12. I will not take pictures or video of other people without their permission.
- 13. Bring my fully charged labelled device to school each day.**
- 14. Bring my labelled power cord with me to school each day.**

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15. Personalize my device (screen-savers, backgrounds, etc.) in school appropriate ways.
16. Install virus-protection software with updates on my device.
17. Keep my device with me or secure at all times.
18. Be the only one to use my device at school. Ensure permissions are asked and granted if the sharing of devices occurs.
19. Take my device home every day or locked up in the classroom with my parent's permission.

Use of all/any technology at Ridgeview 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 may have my device taken away and I will have a meeting with my parents, my classroom teacher, and Mr. Zerbe to review this agreement and decide when I am able to use technology at school again.