



# Bowen Island Community School

West Vancouver School District

## DIGITAL DEVICE USE AGREEMENT, 3-7

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### COMMITMENT

Digital devices are a delicate and valuable investment. They were purchased with the intention of long-term, purposeful use. 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 document will be stored in the office and referred to, if necessary, in the implementation of Steps 1-3.

### THREE STEPS

The following steps will be implemented if a student chooses not to follow the guidelines described below.

- Step One: The student will receive a reminder and warning about this Digital Device Use Agreement and will be offered an explanation of the importance of following the Agreement.
- Step Two: The student's parents will be notified that the student has not honoured the Digital Device Use Agreement. The teacher and student will identify and attempt to remove any obstacles that are preventing the student from honouring the Digital Device Use Agreement. Restrictions on the student's access to technology may be put in place to help the student honour this Agreement.
- Step Three: The student will lose device privileges. When the student feels ready, they will meet with or write to, their teacher and the Principal or designate explaining why they think they can use devices in the way described in this Agreement. The Principal and/or designate may include the student's parents, as well as any other effected stakeholders (i.e. other students who may have to use altered or damaged technology) in this process.

### GUIDELINES

Please read the guidelines below and put a check in the box beside them indicating that you have read and understood the guideline. Please ask your parent or teacher for clarification if you do not understand any of the guidelines.

#### **Internet Use**

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

- Students should only visit websites to support learning.
- Students should not play games on the device unless the game has an educational purpose and has been authorized by the teacher.
- Emailing is like printing. Students need teacher permission to use email and are to use email for school purposes only.
- Do not download any files (images, songs, software) unless given permission by a teacher.

*If a student is unable to follow these guidelines, Steps 1-3 will be implemented.*

#### **Settings**

*Be fair.* Many students share the school's devices. Therefore, the settings of the school devices should not be personalized in any way.

- Do not change the desktop background.
- Do not change the settings on the iPads (unless authorized by a teacher i.e. to change screen brightness).
- Do not change your password.

*If a student is unable to follow these guidelines, Steps 1-3 will be implemented. Steps 1 and 2 may be bypassed if the student's behavior is intended to cause harm.*

### **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 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.
- Ensure no food or drink is near, or could be spilled on, the device.
- 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 as described in Step Three. The student will also pay for the damage to school property in accordance with British Columbia's School Act.*

### **Photographs**

*Be ethical.* Photographs can invade other people's privacy.

- Only take photographs/videos when given permission by a teacher.
- Do not post photos/videos online.

### **Guidelines for Students Bringing Their Own Device**

- Follow all guidelines listed above.
- Ensure your device and power cords are labelled.
- Ensure your device is secured or with you at all times. Your teacher will assist you in securing your device at school, but you need to be responsible for it.
- Do not allow other students to handle your device or use it unless you are beside them working with them as a partner.
- Do not share your password or usernames with others.
- Keep your device charged.
- Ensure that all settings (background image and screensaver) are school-appropriate.
- Handle your device gently. If storing in a backpack, do not drop the backpack or leave it an area it is likely to get kicked, sat-upon, knocked over, stepped on, stolen, or misplaced.
- Use an anti-virus program to keep your device running well.
- Take your device home at night. If it is left at the school, the school is not responsible if it is stolen.

I, \_\_\_\_\_, have read the Digital Device Agreement and commit to honouring its guidelines. I understand that failure to honour this Agreement will result in the implementation of Steps 1-3. Additionally, the BICS Code of Conduct and Personal Electronics Device Guidelines apply to device use.

If I bring in my own device, I understand that I am responsible for it, including how it is used, how it is stored, and how it is transported. Loss or damage is not the responsibility of Bowen Island Community School or School District 45 or its officers and employees.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date