Computer technology and use of the Internet are integral to teaching and learning in Frontier School Division. All students in the Division have access to computers, electronic mail, and other services. Information and Communication Technology (ICT) is a valuable and educational resource which will promote excellence in education, communication, collaboration, and citizenship.

ICT includes computers, telephones or Smart phones, printers, scanners, tablets, and any devices used to access, create, store, edit and distribute information digitally. All personal or Division information and communication technology resources used in or by the Division are to be used in a responsible, efficient, ethical manner in accordance with the school's code of conduct, Division policy, and all applicable provincial and federal and copyright legislation.

Staff should refer to Policy E.1.H – Use of Information and Communication Technology (ICT) – Personnel in addition to this policy.

Information: E.1.H – Use of Information and Communication Technology (ICT) - Personnel
                 G.1.A – A Safe and Inclusive Learning Environment

Adopted September 1, 2009	Revised November 5, 2013	Revised October 6-7, 2014
Revised September 22-23, 2016		

The following regulations cover the responsibilities of all students (any person in a learning role from Nursery to Adult Education), staff and administrators when using Frontier School Division's Information and Communication Technology (ICT) in an educational environment. These regulations also cover the use of Frontier's ICT infrastructure (Wi-Fi) or internet with personal devices (e.g. BYOD – Bring Your Own Device).

1. **ICT Student Responsible Use Agreement**

   To gain access to ICT resources, all students must sign and return the ICT Student Responsible Use Agreement. (See Exhibit F.1.L–EX1) Students under the age of eighteen (18) must sign the agreement and obtain parental permission.

2. **Responsibilities**

   a. **Principals**

   Principals are responsible for ensuring that this policy is followed at all times. Principals shall:

   i. review this policy, regulation and the ICT Student Responsible Use Agreement with all staff,
   ii. ensure compliance with the requirements of the ICT Student Responsible Use Agreement, including receiving parental/guardian permission where required and filing the forms in an appropriate location in the school,
   iii. advise the appropriate authority and parent/guardian if a student is in contravention or breach of the ICT Student Responsible Use Agreement, as follows.

   - For a serious breach, the Principal shall inform the Area Superintendent, Chief Superintendent, Assistant Superintendent Technology, parent/guardian.
   - For criminal activity, the Principal shall advise those named above and the police.

   b. **Teachers**

   Teachers are responsible for monitoring student behaviour when using the Division's facilities and equipment. For students in Grades K – 8, appropriate use of ICT is only work that has been assigned or approved by a teacher and is supervised by a teacher.

Teachers shall:

i.   review this policy, regulation, and ICT Student Responsible Use Agreement with students,

ii.   model a high level of ICT ethics etiquette,

iii. ensure that all student ICT work is supervised,

iv.   advise students that responsible use of ICT and the internet includes, but is not limited to the following:

- conducting research for school-based projects,
- creating classroom projects such as essays and presentations,
- researching career options,
- researching computer systems,
- exploring personal interests (provided they do not fall into one of the inappropriate categories noted below),
- exchanging email,
- creating web content appropriate for a school-based web page or project,
- displaying a high level of ICT ethics and etiquette.

v.   advise students that sending, receiving, viewing, or posting material such as the following is strictly prohibited:

- obscene, lewd, vulgar, rude or offensive remarks,
- materials that promote violence, sexism, racism, or hatred,
- threats or harassment,
- false or slanderous remarks about/toward another person or organization,
- downloading, copying, or distributing copyrighted materials,
- plagiarism - Using online resource material verbatim without giving proper credit to the source of the information,
- making purchases/sales using the school computers,
- using unauthorized chat or social networking sites/services,
- using any account information other than the student's own,
- printing information that is of a strictly personal nature,
- engaging in any activity intended to disrupt the computer systems,
- vandalism or theft of equipment including reconfiguring/installing software, and

vi.   report misuse of the Division's ICT to the Principal.

c.   **Support Staff**

Support staff shall report all misuse or suspected misuse of the Division's ICT to the Principal.

d. **Students**

To have access to the Division's ICT, students shall:

i. annually review this policy, regulation and ICT Student Responsible Use Agreement with their teacher or another staff member,
ii. annually sign the ICT Student Responsible Use Agreement to be submitted to their (home room) teacher,
iii. receive written permission from their parent/guardian, if appropriate,
iv. abide by the policy, regulation and ICT Student Responsible Use Agreement,
v. never use any of Frontier School Division's ICT resources without proper supervision,
vi. keep assigned passwords private,
vii. promptly tell their teacher, parents or other staff member about any message/contact received that is inappropriate or causes the student to feel uncomfortable,
viii. report any abuse of internet use to a teacher or another staff member,
ix. be aware of the limited privacy in the content of personal electronic files on the school system,
x. understand that individual searches will be conducted if there is reasonable suspicion that a student has violated this policy, school disciplinary policy or the law,
xi. understand that if the ICT Student Responsible Use Agreement, or school or Division policy is contravened, privileges may be suspended or revoked, and that further disciplinary action, including suspension or expulsion from school may be imposed.

e. **Parents**

Parents have the responsibility to be aware of this policy and regulation.

Parents shall:

i. review this policy, regulation, and ICT Student Responsible Use Form with their child,
ii. understand that any students breaking the ICT Student Responsible Use Agreement or policies use may lose their ICT privileges or be suspended.

Adopted September 1, 2009	Revised September 22-23, 2016	Revised March 13-14, 2018
Revised September 22-23, 2022		

Student Name: _____

Student Grade: _____

Teacher: _____

School: _____

I have read Frontier School Division's policy on Use of Information and Communication Technology. I understand it and agree to follow the requirements and principles it outlines.

I understand that, should I (Student) use the school's computers in an inappropriate manner (according to the regulations provided), I will lose school internet and computer privileges and could face additional disciplinary and/or legal actions.

I understand the Division shall not be responsible for the support, repair or replacement of any personal ICT devices.

_____   _____
Student's Signature   Parent/Guardian's Signature
                                                       (If student is under 18 years of age)

_____   _____
Date   Date

Please sign and return this form to your homeroom teacher.

Adopted September 1, 2009	Revised September 22-23, 2016	