

RESPONSIBLE USE OF TECHNOLOGY/DIGITAL CITIZENSHIP AGREEMENT FOR STUDENTS AND PARENTS

Harvest City Christian Academy, as well as Regina Public Schools, believe in preparing, engaging, and inspiring its students to prosper in a rapidly changing and information rich society. We are committed to attaining high levels of achievement and equitable opportunities for all students through the strategic provision of and effective use of technology. To this end, students of Harvest City Christian Academy and Regina Public Schools have access to a variety of technology resources to enrich, enhance, and even transform their learning experiences inside and outside of instructional time.

We believe that the benefits to students gained by accessing electronic information, in the form of information resources and opportunities for collaboration, exceed any potential disadvantages. In the best interests of students, Harvest City Christian Academy will employ the use of a recognized system software program which will normally not permit access to inappropriate (offensive, obscene, illegal) external electronic sites. However, we have neither the resources nor the control to monitor every aspect of student technology use. The purpose of this responsible use/digital citizenship agreement is to foster the independent use of school-owned and student-owned technology, subject to compliance with procedures and guidelines for appropriate behaviours.

Students are responsible for demonstrating acceptable behaviour when using school electronic technology, just as they are responsible for their actions within a classroom or a school hallway. Our Student and Parent Code of Conduct also applies to all use of technology and digital citizenship. Access to technology must be recognized and accepted as a privilege—not a right.

I, _____, a student in grade _____, agree to follow the responsible use
(Student First and Last Name) (Grade)
conditions listed below while I am a student at Harvest City Christian Academy:

Student Responsibilities for Respecting and Protecting Themselves:

- ◆ I will honour the code of conduct and all school rules when accessing technology for school while in the building and also outside of the school facilities. Ex. accessing OneDrive at home
- ◆ I will take responsibility for my actions when posting or viewing online information and images.
- ◆ I will use technology to represent myself in a dignified way and to create a positive digital footprint, refraining from using obscene language.
- ◆ I will only use my personal account(s) and will keep all of my passwords private and will not trespass in another user's account for any reason.
- ◆ I will not reveal personal information about myself with any online service or person.
- ◆ I will not access inappropriate materials, offensive graphics or messages and I will report inappropriate material to a staff member.
- ◆ I will only use technology for school related purposes while at Harvest City Christian Academy and I will not participate in online chat sites during class time or on a school device. Ex. Discord

Student Responsibilities for Respecting and Protecting Others:

- ◆ I will always seek to honour others while using any type of technology and will not degrade, defame, insult, or harass others.
- ◆ I will not reveal personal information about other individual(s) with any service or person.
- ◆ I will obtain permission of individual(s) before sharing photographs, video, or any information about them.
- ◆ I will obtain permission of individual(s) AND a staff member before sharing collaboratively created electronic data.
- ◆ I will not forward inappropriate materials or communications.

Student Responsibilities for Respecting and Protecting Intellectual Property:

- ◆ I will learn and follow federal copyright laws and fair use guidelines.
- ◆ I will learn and use citation correctly.
- ◆ I will not plagiarize information from existing sources or use AI in any way that violates our school policies.

Student Responsibilities for Respecting and Protecting Property:

- ◆ I will take full responsibility for, and respectfully use, any technology available to me within Harvest City Christian Academy.

my, ensuring that I do not damage computers, computer systems, or computer networks.

- ◆ I will use network bandwidth reasonably and responsibly, not engaging in practices that may compromise the integrity of the network. Ex. Downloading files, without permission, that may introduce a virus to the system
- ◆ I will treat electronic storage and technology like any other school property and understand that system or school personnel may review files and communication within my school issued technology to maintain system integrity. No file stored on the school servers or OneDrive is private and may be monitored to ensure that school standards are complied with in the use of school computers and networks.
- ◆ I will not use Harvest City Christian Academy technology for commercial or personal financial gain.
- ◆ I will not intentionally waste limited resources, such as paper or ink.
- ◆ I will report security or network problems to an HCCA staff member.

Student Responsibilities for Personal Technology:

- ◆ I will not attempt to connect any non-Harvest City Christian Academy devices to the network without prior authorization. Ex. Laptops, cell phones, etc.
- ◆ I understand the security, care, connectivity and maintenance of any of my personal technology is my responsibility while at school and at home.
- ◆ I understand that Harvest City Christian Academy is not responsible for the loss, theft, or damage of my technology.
- ◆ I understand that if I am using my technology such as a phone or a laptop in an inappropriate way during class-time a staff member may confiscate my technology, which will be returned to the student at a later time.

Student Agreement

- ◆ All students must follow the expectations of these guidelines and will conduct themselves as responsible digital citizens.
- ◆ The use of technology is a privilege, not a right, and inappropriate use may result in administrative staff denying, revoking, or suspending access to technology at any time.
- ◆ Inappropriate use of technology may result in disciplinary action/guidance appropriate to the student's age/developmental level.

Students in grades 4-12 must sign this form annually and return to school:

I am signing below to show that I accept the expectations and conditions of this agreement and will conduct myself as a responsible digital citizen:

(Student's First and Last Name)

(Student's signature)

(date signed)

Parent/Guardian Agreement (must be signed for students less than 18 years of age)

- ◆ As the parent or guardian of the student signing above, I have read and support this contract and have discussed with my student their responsibilities.
- ◆ I understand that the use of technology at Harvest City Christian Academy is a privilege, not a right, and inappropriate use may result in administrative staff denying, revoking, or suspending access to technology at any time.
- ◆ I agree to report any unacceptable online behaviour to the school principal. This includes but is not exclusive to communication or postings that indicate or suggest pornography, unethical or illegal activities, racism, hatred, harassment or inappropriate language.
- ◆ I understand that Harvest City Christian Academy will not assume legal liability for inappropriate use, and that I will hold some responsibility for violations of this agreement by my student.
- ◆ I understand that I will be notified concerning any serious breach of this agreement that my student has participated in, especially where their account privileges are suspended or cancelled.

(Parent/Guardian First and Last Name)

(Parent/Guardian signature)

(date signed)