

STUDENT USE OF TECHNOLOGY AGREEMENT

The following guidelines have been prepared to assist our students in using technology appropriately.

General Use

As a DBSJP student, I will:

- Use devices in the school ONLY with a teacher present in the room and with permission
- Use computers and information technology as instructed by my teachers
- Never bring food or drinks into any area where there are computers
- Log in / out using procedures as outlined by my teacher
- Keep my password secret
- Save files as instructed (in folders and files)
- Log out at the end of class
- Not touch any computer cables or connections
- Shut down devices at the end of the class / school day
- Never install unauthorized software on school devices
- Never download, transfer, write, draw or view any unsuitable graphic, text or other inappropriate material.
- Inform the teacher immediately should I accidentally access anything inappropriate.
- Notify the teacher immediately if anything is wrong with the equipment – e.g. damage to hardware, software problems
- Never engage in any type of cyberbullying and I will report any cyberbullying to a staff member.

Internet Use

As a DBSJP student, I will:

- Access the Internet and World Wide Web Only when instructed to do so by a teacher
- Use the Internet for educational purposes only
- Access Web sites approved by my teacher
- Access Web sites in a language known to the supervising teacher
- Not access chat or social networking sites including Instagram and Facebook
- Not download any files/hyperlinks unless instructed by teachers

Email Use

As a DBSJP student, I will:

- Use email ONLY with teacher permission during class time
- Use email for contacting my teacher about assignments, due dates, and other such class purposes
- Use email for collaborating with other students on projects and assignments ONLY
- Submit assignments by email when requested by the teacher

Phone Use

As a DBSJP student, I will:

- Not use my mobile phone during school hours in lessons, other school activities, on school transport, in public areas of the school, during the school day, unless permitted.
- Only use my mobile phone for educational purposes as and when requested.
- Never leave the mobile phone device unattended.
- Never loan out my mobile phone to other individuals.
- Be prepared to hand my phone over for inspection by a staff member at any time without notice.
- Take responsibility for my device and I understand that the school is not responsible for any breakages, loss or theft.

Printing

As a DBSJP student, I will be aware of environmental issues when printing thus conserving paper and toner. To do this, I will:

- Send print jobs to the printer when given permission to do so
- Send print jobs ONCE. If there is a problem, I will get help before sending it another time.
- Copy and paste material from the Internet with proper reference information and save files first before printing
- Use print preview to avoid unnecessary blank pages



I agree to abide by the rules and expectations stated on this document.

Student Name: _____

Class: _____

Student Signature: _____

I have read this document and understand the expectations for my child.

Parent Signature: _____

Date: _____