



TECHNOLOGY USE STANDARDS

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Introduction

The purpose of the Internet is to support research and education by providing access to extensive resources. The following standards are designed to provide consistent guidelines for Internet use by all employees, board members, students and other authorized users. Along with Board policies and procedures, the standards help ensure personal discretion and responsible choice for Internet use within District School Board Ontario North East.

All District School Board Ontario North East Internet users must be aware of the contents of these standards. Principals will facilitate this process within their school. School staffs are expected to make every effort to implement the document as part of their instruction. It is understood that the contents will be appropriately geared to the age level of students and their level of Internet use.

1.0 Purpose

- 1.1 District School Board Ontario North East (the Board) provides every school with access to information technology, which includes Internet access. As appropriate, the Board will provide access to employees, board members, students and guests.
- 1.2 Information technology has a defined educational purpose. The term “educational purpose” includes the use of the system for classroom activities, professional or career development. All use must be in compliance with the acceptable *Technology Use Standards* set out by the Board in this document.

2.0 Responsibilities

2.1 Information Services (IS) shall:

- 2.1.1 establish and monitor information technology systems (e.g., email, websites) and set standards for their use;
- 2.1.2 notify the Superintendent responsible for Information Services of any inappropriate content on any Board-supplied technology of which they become aware;
- 2.1.3 notify the Superintendent responsible for IS of any inappropriate system or website access that has taken place. This includes hacking attempts, the use of proxy firewalls on the school network, attempts for one user to impersonate another, access to inappropriate web sites, monitoring security camera footage whether live or recorded.
- 2.1.4 not provide technical support to non-Board provisioned technology – this includes hardware, software and security/virus management tools;
- 2.1.5 not provide schools with additional network switches to accommodate the connection of non-Board technology;
- 2.1.6 not configure personal devices to use the “DSB1 Devices” wireless network.

- 2.2 The Superintendent responsible for Information Services shall:**
- 2.2.1 When notified of any inappropriate content on, or access by, any Board-supplied technology, determine in consultation with the Coordinators of Information Services, the appropriate action as necessary on a case-by-case basis.
- 2.3 The Coordinators of Information Services shall:**
- 2.3.1 notify the Superintendent responsible for Information Technology of any inappropriate content on any Board-supplied technology or which they become aware.
- 2.4 Superintendents, Principals and Managers shall:**
- 2.4.1 ensure that policy and procedure 1.2.10 is communicated to their staff upon hiring and annually thereafter;
- 2.4.2 ensure that employees and other users are familiar with the *Technology Use Standards* document;
- 2.4.3 ensure a copy of the *Technology Use Standards* must be readily available for reference;
- 2.4.4 not accept donated computers as this may negatively impact on the Board's ability to effectively license, manage, secure and support solutions for classroom programs; and
- 2.4.5 apply corrective and disciplinary measures to address staff violations of this procedure.
- 2.5 Principals and Managers shall:**
- 2.5.1 facilitate the annual completion of student contracts for current students, and for any new students as they register ([Appendices A & B](#))¹;
- 2.5.2 facilitate the annual distribution of the parent information sheet ([Appendix C](#)) and the annual completion of the Student Loan Terms & Agreement ([Appendix D](#)) for elementary students.
- 2.5.3 facilitate the distribution of the parent information sheet ([Appendix C](#)) and the completion of the Student Loan Terms & Agreement ([Appendix D](#)) for all new secondary students. Secondary Principals shall also facilitate the annual distribution of these appendices for any students who selected the option of school use only, to give the option of updating their choice.
- 2.5.4 review the *Technology Use Standards* with all students at the beginning of each school year
- 2.5.5 ensure staff adhere to the proper usage of personal technology when used in any Board facility including the use of any online tools such as social networking (see Policy & Procedure 1.2.1 – Employee Use of Social Media, for details);
- 2.5.6 report abuses of this policy and procedure to their superintendent;
- 2.5.7 policy requirements must be included in all student handbooks. Teachers must review the policy with all students, and share information via newsletters, etc.

¹ These are available on our DocuShare Site

2.6 Teachers shall:

- 2.6.1 manage and actively supervise student use of computing and information technology facilities and resources (including iPads) within their assigned teaching areas and when acting in a supervisory role;
- 2.6.2 instruct all students to comprehend and adhere to this procedure and the Technology Acceptable Use Agreement;
- 2.6.3 model for students the appropriate use of technology;
- 2.6.4 report abuses of this policy and procedure to their principal;
- 2.6.5 ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act. Student and staff information is personal and private and is therefore protected under this Act.

2.7 All Staff accessing the Student Information System shall:

- 2.7.1 Adhere to the Aspen Email Functionality Procedures outlined in [Appendix E](#).

2.8 Students shall:

- 2.8.1 abide by the Technology Use Standards and the Technology Use Agreement; and
- 2.8.2 in Board facilities, only use Board and personal technologies for educational purposes as defined by the teacher and instructional purpose.

2.9 All users shall:

- 2.9.1 understand that using Board-provided technology from the office, home or other locations is using a corporate asset. Therefore, the Board and its employees are responsible for any misuse of its technology.
- 2.9.2 If an employee sends personal views, they must provide appropriate disclaimers so that the remarks are not taken as representatives of the Board.
- 2.9.3 if using social media tools, do so with the appropriate understandings of the effective educational use of these tools, avoiding any personal uses when engaging with students, parents and colleagues for professional purposes.
- 2.9.4 be familiar with the standards and apply them appropriately;
- 2.9.5 use technology resources in ways that do not disrupt other users or compromise the functionality of the system;
- 2.9.6 ensure that they use Board provided or funded devices in accordance with the Highway Traffic Act and all applicable law and legislation.
- 2.9.7 maintain their password and user ID confidentiality;
- 2.9.8 restrict access to their passwords;
- 2.9.9 familiarize themselves with the technology resources provided to them, including system maintenance and administration procedures;
- 2.9.10 respect the “NO PLUG-IN” rule, i.e., users will not plug in a personal computer or laptop into a network jack on a wall in order to bypass the Guest wireless network.

- 2.10 At any time, employees may provide feedback and recommendations concerning the standards to their principal/supervisor. This information will be forwarded to the appropriate personnel.

3.0 Access to the System

- 3.1 Information technology is for use by the Board's employees, board members, students and guests (i.e., School Council Chair).
- 3.1.1 The superintendent responsible for information technology will determine appropriate levels of access for employees.
- 3.1.2 Each school will determine the extent to which students at various grade levels will be granted access to the system.
- 3.1.3 Principals may approve individual guest accounts.
- 3.1.4 Staff and students may connect personal computer equipment to the wireless network. Personal computer equipment refers to laptops, phones, personal data assistants, or any other approved personal equipment.

3.2 Unacceptable Access To the System

- 3.2.1 Users will not attempt to gain unauthorized access to the Board's system or to any other external systems using the Board's resources. Users will not go beyond their authorized access. This includes, attempting to log in through another person's account or accessing another person's files, passwords, or data even if only for the purpose of "browsing".
- 3.2.2 Staff and students shall NOT connect personal equipment to network jacks in schools. Doing so exposes our network to the risk of viruses. This is referred to as the "No Plug-In" rule.

4.0 Limitation of Liability and Indemnification

- 4.1 District School Board Ontario North East makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the system will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The Board is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Board will not be responsible for financial obligations arising through the unauthorized use of the system. Users will indemnify and hold the Board harmless from any losses as the result of intentional misuse of the system by the user.
- 4.2 Although careful handling of personal computer equipment by Board personnel would be endeavoured, if personal computer equipment is confiscated for the purpose of investigation and/or policy violation, District School Board Ontario North East makes no warranties of any kind, either expressed or implied, that the equipment will not incur defect, loss or damage during the period of investigation.

- 4.3 District School Board Ontario North East is not responsible for any loss, theft, or damage incurred by personal computer equipment.

5.0 Due Process

- 5.1 District School Board Ontario North East and all its employees will cooperate as required with local, provincial, or federal officials in any investigation concerning or relating to any illegal activities conducted through the system.
- 5.2 Employees are subject to all appropriate Board policies and any applicable collective agreements, and any violations will be dealt with accordingly.
- 5.3 With just cause, and upon notification, any Board computer system administrator may terminate or restrict access privileges. Inactive accounts may be removed, along with the user's files without notice to the user.

6.0 Privacy

- 6.1 System users have only limited privacy in the contents of their personal files and records of their online activity while on the system. Monitoring of system does occur.
- 6.2 If the school system administrator becomes aware of a possible violation by a user, the school system administrator will consult with the school administration and further investigation may occur.

7.0 Plagiarism and Copyright Infringement

- 7.1 Users of the system will not engage in plagiarism or copyright infringement. The Copyright Policy and Fair Dealing Guidelines Procedure (1.2.8) will be adhered to at all times.
- 7.2 Reference materials and posters are available at school copiers and in school offices and staff rooms to facilitate this.
- 7.3 Staff may also access the Fair Dealings Decision Tool at www.fairdealingdecisiontool.ca to access resources and help determine if an item may be copied or not when unsure.

8.0 Academic Freedom, Free Speech and Selection of Material

- 8.1 When using the internet for class activities, teachers will:
- 8.1.1 select age appropriate content that is relevant to the course objectives.
 - 8.1.2 make every effort to preview sites and content before authorizing student access.
 - 8.1.3 provide guidelines and resources to assist students in channelling their research activities effectively and appropriately.
 - 8.1.4 assist students in developing the skills to ascertain the accuracy of information.

9.0 Unacceptable Uses

9.1 Users will be subject to disciplinary action for misuse of the email or Internet systems, or for attempting to gain unauthorized access to board servers or another users files. Misuse of these systems may also, in some instances, subject the Board to lawsuits.

9.2 Inappropriate Language, Text or Graphics

Restrictions against abusive or objectionable language apply to public or private messages and posted materials.

9.2.1 Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

9.2.2 Users will not create, send, receive, display or download text or graphics that are illegal, or may reasonably be construed as obscene or offensive.

9.2.3 Users will not use the Board's system to access material that is profane or obscene (e.g., pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (e.g., hate literature). Board employees may access the above material only in the context of legitimate research and upon consultation with the appropriate supervisor.

9.2.4 Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

9.2.5 Users will not engage in any form of harassment as described in the Harassment Policy.

9.2.6 Users will not knowingly or recklessly post false or defamatory information about a person or organization.

9.2.7 Users will immediately notify the Principal if they have identified possible security or safety issues. Users will not engage in activities which may be construed as an attempt to gain unauthorized access.

9.3 Respect for Privacy

9.3.1 Users will not post private information about another person.

9.4 Respecting Resource Limits

9.4.1 Users will use the system only for educational, professional or career development activities.

9.4.2 Users will not download large files or install software or data files unless authorized.

9.4.3 Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

9.4.4 Users will not use the internet for unauthorized, illegal or unethical purposes;

9.4.5 Users will not use the internet for personal use "during regularly scheduled working hours" (Note: personal use of the internet outside of regular business hours is allowed, provided that it is not being used to generate income for personal business or to

promote personal initiatives, lobby elected officials, or download movies, videos or music, provided that all other acceptable use criteria as outlined in this procedure are adhered to).

- 9.4.6 Users will not exceed their limits on data storage as determined by the IS administration team. Users will receive a warning as they approach their storage limits.

10.0 Web Site Policy

- 10.1 Material appropriate for placement on the Board's web site may include items such as District School Board Ontario North East information, school information, curriculum information and sample student work with authorization as required. Neither personal nor non-educational information will be allowed on the Board's web site.
- 10.2 The Communications Officer will be responsible for maintaining the official District School Board Ontario North East Web Site and monitoring all Board web activity. The Communications Officer will develop style and content guidelines for official Board and School Web materials as well as develop procedures for the placement and removal of such material. All official Board material originating from any school or department must be approved through a process established by the Communications Officer.
- 10.3 Individual schools are responsible for keeping their Board-provided school website updated at all times. The school principal will designate a school Web Site Team Leader, responsible for managing the school site. This includes monitoring class, teacher, student and extracurricular web pages. All material originating from the school will be consistent with the Board's style and content guidelines and approved through a process established by the Board's Communications Officer.
- 10.4 Employees may establish web pages for use with educational activities or that provide a resource for other employees. They will be responsible for maintaining their education resource sites. All material on employee web pages will be consistent with the Board's style and content guidelines and approved through a process established by the Board's Communications Officer.
- 10.5 All information posted, including text and pictures, must not uniquely identify students or employees or any personal information about them unless written permission has been obtained.
- 10.6 The Board Communications Officer will be responsible for maintaining the official DSB Ontario North East Facebook and Twitter sites.
- 10.7 The Executive Assistant to the Director of Education will monitor the public comment section of the website.

11.0 Professional Development

- 11.1 School Administration, in conjunction with support personnel, will ensure that employees using the internet have sufficient information and appropriate in-service in order that:
 - 11.1.1 Internet time is used effectively and with a clear curricular focus.
 - 11.1.2 The *Technology Use Standards* document is implemented.

Appendices

Appendix A: Technology Use Standards & Agreement for Secondary School Students

Appendix B: Technology Use Standards & Agreement for Elementary School Students

Appendix C: Parent FAQ Sheet re: iPad Distribution to Students

Appendix D: iPad – Student Loan Terms & Agreement for iPads

Appendix E: Aspen Email Functionality Procedures

References

Copyright Policy and Fair Dealing Guidelines 1.2.8

Employee Use of Social Media Policy 1.2.1

Highway Traffic Act

Freedom of Information and Protection of Privacy Policy 2.1.31

Ontario Human Rights Code



TECHNOLOGY USE STANDARDS FOR SECONDARY SCHOOL STUDENTS

District School Board Ontario North East has established Wireless (Wi-Fi) networks in all schools. Access points have been placed in the school that will allow staff and students to access the Internet from outside of classrooms and computer labs.

The purpose of the Internet is to support research and education by providing access to extensive resources. These *Technology Use Standards* along with the school's Code of Behaviour provide standards to help students exercise personal discretion and responsible choice. The use of technology-based equipment, computers, network resources and the Internet is a privilege, not a right, and irresponsible use will result in cancellation of those privileges. The administration or academic staff of District School Board Ontario North East may deny, revoke or suspend specific user access.

District School Board Ontario North East (the Board) makes no warranties of any kind, whether expressed or implied for the service it is providing (i.e. loss of data, accuracy of information, etc.).

Code of Conduct for Users of the Network/Internet

All students and staff will have access to the wireless (Wi-Fi) network.

1. All individuals should be treated with common courtesy and respect, therefore:
 - I will not use abusive language of any type, including swearing and name-calling.
 - I will follow the rules of Internet etiquette, which include the use of appropriate language and polite responses.
 - I will not use Internet access to send threatening, obscene, or harassing materials.
2. The Internet, as with any place where large numbers of people gather, can be a potentially dangerous place, therefore:
 - I will not share my password with anyone else.
 - I will not divulge my home address, phone number, or personal information.
 - I will not agree to a personal encounter with anyone I meet online.
 - Should I access information that is inappropriate, I will report it immediately to my teacher/supervisor.
 - I understand that electronic mail is not guaranteed to be private.
3. Software and intellectual property is protected by copyright laws, therefore:
 - I will not make unauthorized copies of software found on school computers.
 - I will not give, lend or sell copies of software to others.

- I will not use another author's intellectual property without proper citation, i.e. footnote, bibliography.
4. The work of all users is valuable and they need reliable access to computers, therefore:
- I will respect the privacy of others by not trying to learn or use their passwords.
 - I will not copy, change or use files belonging to another student.
 - I will not attempt to gain unauthorized access to system programs or computer equipment.
 - I will not create or knowingly introduce any computer virus that may destroy files or disrupt the system.
 - I will ensure that my personal laptop has up to date anti-virus software.
 - I will not download any resources without permission.
5. There is material available on the Internet and other sources of computer software that are not appropriate in a school setting, therefore:
- I will not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information of any type.
 - If my laptop has a built-in camera function, I will ensure it is disabled while in school.
 - I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by any other means.
6. The Computer and internet services provided by the Board are designed for the use of all their students and employees, therefore:
- I will not interfere with or disrupt internet users, services, traffic, or equipment.
 - I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of computer privileges.
7. It is often difficult to supervise many students at once who are using technology, therefore: if a staff member suspects a student of a breach of this technology Use Agreement (as defined by the standards) they will report their concern to school administration.
- As part of an investigation, school administration have the authority to temporarily seize and inspect (for a period not longer than 24 hours) any students personal laptop
 - As a student, I agree to allow school administration to involve their right to investigate all suspicious behaviour involving my personal laptop and the wireless network.

TECHNOLOGY USE AGREEMENT FOR SECONDARY SCHOOL STUDENTS

Student Name: _____
(please print)

Parent or Guardian

As the parent or guardian of this student, I have read the Technology Use Standards for Secondary School Students document and reviewed it with my child. I understand that Internet access is designed for education purposes. I also recognize it is impossible for District School Board Ontario North East to restrict access to all controversial materials and I will not hold it responsible for inappropriate materials acquired by my child on the Internet. The administration or academic staff of District School Board Ontario North East may deny, revoke or suspend specific user access.

Please sign below to confirm your understanding and agreement, and return this page to your child's school.

The terms and conditions outlined on the previous pages should be kept for future reference.

Permission

Parent or Guardian Name: _____
(please print)

I hereby give permission for my child to access the Internet in the School.

Parent or Guardian Signature

Date

Student

I have read and understand the Technology Use Standards for Secondary School Students and agree to follow them.

Student Signature

Date

Comments or Recommendations



TECHNOLOGY USE STANDARDS FOR ELEMENTARY SCHOOL STUDENTS

District School Board Ontario North East has established Wireless (Wi-Fi) networks in all schools. Access points have been placed in the school that will allow staff and students to access the Internet from outside of classrooms and makerspaces.

The purpose of the Internet is to support research and education by providing access to extensive resources. These Technology Use Standards along with the school's Code of Behaviour provide standards to help students exercise personal discretion and responsible choice. If a student does not follow the directions of their teacher, the student's Internet privileges may be lost.

Code of Conduct for Users of the Network/Internet

1. Everyone will be treated with common courtesy and respect, therefore:

- I will not use bad language of any type, including swearing, name-calling, or threats.
- I will follow the rules of Internet etiquette.
- I will not try to learn or use the passwords of others.
- I will not copy, change or use files belonging to another student.
- I will not knowingly introduce any computer virus.
- I will not download any resources for permanent storage without permission.
- I will not attempt to disrupt the computer network or bypass security.

2. The Internet can be a dangerous place, therefore:

- I will not share my password with anyone else.
- I will not tell anyone my home address, phone number, or personal information.
- I will not agree to a personal meeting with anyone I encounter online.
- I will not retrieve or send inappropriate information of any type.
- If I accidentally come across anything on the Internet that I think is inappropriate, I will tell my teacher.

3. Computer programmes do not belong to me, therefore:

- I will not make copies of software found on school computers.
- I will not give, lend or sell copies of software to others.

TECHNOLOGY USE AGREEMENT FOR ELEMENTARY SCHOOL STUDENTS

Student Name: _____
 (please print)

Parent or Guardian

As the parent or guardian of this student, I have read the Technology Use Standards for Elementary School Students document and reviewed it with my child. I understand that Internet access is designed for education purposes. I also recognize it is impossible for District School Board Ontario North East to restrict access to all controversial materials and I will not hold it responsible for inappropriate materials acquired by my child on the Internet. The administration or academic staff of District School Board Ontario North East may deny, revoke or suspend specific user access.

Please sign below to confirm your understanding and agreement, and return this page to your child's school.

The terms and conditions outlined on the previous pages should be kept for future reference.

Permission

Parent or Guardian Name: _____
 (please print)

I hereby give permission for my child to access the Internet in the School.

 Parent or Guardian Signature

 Date

Student

I have read and understand the Technology Use Standards for Elementary School Students and agree to follow them.

 Student Signature

 Date

Comments or Recommendations



iPAD DISTRIBUTION TO STUDENTS

Parent Information FAQ

What device is DSB Ontario North East giving my child?

Each student in your child's class will receive an iPad. The iPad is enclosed in a protective case and comes with a charging adapter/USB cable. To protect the iPad, it should remain in the protective case at all times.

What does an iPad do?

An iPad is a tablet device that opens up a whole world of access for students. It can be used to interact with lesson materials, create materials and for research needs.

Do I have to pay for the device?

The iPad is a school resource, just like a textbook. Therefore, there is no cost to students or parents.

Will my child still receive textbooks, or reading books in English?

Yes, students will still use novels and textbooks at school; however, in most cases, the necessary resources for learning will be provided digitally on the iPad through apps like Showbie, iTunesU, Microsoft Teams, or Google Classroom. This allows students to access classroom content anywhere they can connect to the Internet. Your child will be taught how to save information to their device, should they not have Internet access outside of school. In rare cases, there might be a textbook issued if sufficient digital resources are not available.

What software/applications are on the iPad?

An iPad comes with 'apps.' Some of these apps come pre-loaded on the device, others are provided by DSB Ontario North East. Any apps that are required for a class or learning experience will already be installed on your child's iPad.

Can my child add apps?

No; this is a Board tool for advancement of student learning. We will load all apps needed. We will pay for all the apps installed.

Will my child take this device home?

With your permission, our hope is that your child will take the device home each night so that they can extend their learning beyond the school day. It is your child's responsibility to bring their device to school each day, fully charged. Once signed in the fall, the **Student iPad Loan Policy** will allow your child to bring their iPad home each night. You will have an opportunity to sign this form when iPads are distributed.

What happens if my child's device is lost, stolen or damaged?

Being assigned a tablet involves responsibility for each student. In the event of loss, theft or damage, please contact the main office of the school letting them know what has occurred. The school will provide a temporary iPad for your child to use throughout the school day. This temporary iPad will be returned at

the end of the day and secured at school. Situations like this will be dealt with on a case-by-case basis.

Can my child's device be tracked or monitored while away from school?

The iPad is automatically enrolled in a Mobile Device Management (MDM) program. This program allows us to remotely add and remove apps from the device, lock the device or wipe all material from the device if it stolen or lost. Additionally, we are able to track the device if necessary (i.e. if the device is lost or stolen). This tracking ability is only used when the device has been lost or stolen for recovering the device and isn't a student monitoring strategy.

We don't have Internet access at home, how can my child do their homework?

While at school, it is possible for your child to save lessons, notes and homework on their iPad through the school wireless Internet. Once home, they can work on their homework without needing to be online. Additionally, these devices can connect to any wireless Internet, so it is possible for your child to access the Internet through a free hotspot at the public library, or at a local business. Secondary school students are also eligible for a Turbo Hub if they have poor/no internet.

If I don't allow the device to come home, how will my child be able to do any homework?

All student assignments and homework can be accessed from Showbie, iTunesU, Microsoft Teams, or Google Classroom. If you do not have Internet access, these assignments and homework can be printed at school for the student to work on later. Work can be completed digitally, but also using paper where necessary.

Who is monitoring what my child is doing on this device?

In school, the school staff will monitor what your child is doing on the device. The Code of Conduct Policy 2.1.6, and the Appropriate Use of Technology Policy 1.2.10, which you can find by searching www.dsb1.ca, set out standards and expectations on behaviour. Students will be held accountable for their activities on the device, just as they would be in more traditional instances. DSB Ontario North East also provides an Internet filter within its buildings to block inappropriate material from being viewed while connected to the Internet at school.

At home, it is up to the parents to monitor how the device is being used. Please remember that the device can connect to the Internet and transmit photos, video and text. It is important for you to monitor your child's online use and help them learn to regulate their use, balancing screen time with other activities.

Is the camera always turned on?

The camera is not on unless an application is making use of the camera.

Can the camera be remotely turned on?

Currently, there is no way to remotely access the camera on an iPad. Apple has created tight security to prevent unauthorized access to the camera on the device.

Additional Questions?

Communication will continue throughout the next school year. We look forward to working with you as we work at DSB Ontario North East to transform learning everywhere.



iPAD – STUDENT LOAN TERMS & AGREEMENT

SCHOOL: _____

SCHOOL YEAR: _____

Student Responsibility:

1. My iPad is my responsibility and I will not leave it in unsupervised areas or load the iPad to another student.
2. I will strictly adhere to the DSB Ontario North East ***Appropriate Use of Technology Policy 1.2.10***, and the ***Technology Use Standards (Procedure 1.2.10)***. Both documents can be viewed at <https://www.dsb1.ca/Board/policymanual/>
3. I will treat the iPad appropriately and will report any mechanical or technical issues to the teacher immediately.
4. I will keep all passwords confidential. I will take all reasonable precautions to prevent others from being able to access and use them.
5. I agree to use the iPad for appropriate, legitimate and responsible communication.
6. I will not record or video tape anyone, without prior knowledge and consent of all involved, including, but not limited to, my teacher and fellow students.
7. Students will be provided a case for the iPad. It is a protective case and the iPad must remain in it at all times.

Home Use:

8. All terms and responsibilities for care and use of the iPad apply while on and off school property.
9. Students must bring the iPad to school every day. **It must be charged, and ready to use.** It is not to be left at home or anywhere else.

Risk Management for Students and Parents/Guardians:

10. In the event of damage or loss, each consequence will be on a case by case basis. DSB Ontario North East reserves the right to charge Parents/Guardians/Students for repair/replacement.
11. Parents/Guardians can explore home or other insurance to cover any future loss or damage costs.
12. Student iPads will be subject to routine monitoring by teachers, administrators and technology staff and/or Police if deemed necessary by administration. Users shall have no expectation of privacy from these groups while using DSB Ontario North East electronic resources. Teachers and/or administration may conduct an individual search of a student's iPad contents including but not limited to contents of files, music, videos, communication undertaken by way of the iPads or other related items if there is suspicion that DSB Ontario North East policies or guidelines have been

violated. Students are instructed to keep personal information about themselves and others off the iPad.

General:

13. Students will leave the iPad at the school in the assigned location and at the assigned date/time for updating when required.
 14. Failure to sign or adhere to the policy items noted in this document will result in the loss of board equipment.
 15. The iPad is the property of DSB Ontario North East and will be returned in good working condition upon graduation (secondary students) or at the end of the school year on or before the date provided by school staff (elementary students). If a student transfers to another school, the iPad will be returned to their school one week prior to the last attended school day.
 16. Students are expected to complete Digital Citizenship assignments as determined by their school administration before they are allowed to use the DSB Ontario North East iPad.
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Select one option for your child:

- School and Home Use (Student will take iPad home every evening and return it to school fully charged every day).**
- School Use Only (Student will pick up iPad every morning and return at the end of the school day - i.e., it will not leave the school building).**

Student Name	Grade	Student Signature
Parent/Guardian Name		Parent/Guardian Signature

By signing above, I indicate that I accept the terms and conditions outlined above.
ONCE SIGNED, THIS FORM TO BE FILED IN STUDENT'S OSR – Documentation Folder



ASPEN EMAIL FUNCTIONALITY PROCEDURES

- Aspen provides school staff with the ability to email students with whom they work and their contacts. This function should only be utilized in the context of the staff member's work with the students, such as assignments, course content, appointments and field trips.
- If a staff member would like to email an entire cohort or school, a request must be made to the school administrator in writing. The request will include the purpose and content of the communication for approval.
- The approval from the administrator will be made in writing and a record kept in their files.
- Steps outlined in the Aspen Email Functionality Guide, provided by the Information Services department will be followed. These resources are available in Aspen under Group Resources. Expand the folder and select General Instructions.
- Technical questions on the Aspen email functionality will be submitted to the Information Services Department at SISsupport@dsb1.ca.
- Questions related to permitted communications using Aspen will be directed to the school administrator.