



Secondary Student Laptop Agreement

The importance of technology in education continues to grow. In recent years, Bluewater District School Board (BWDSB) has enhanced high-speed broadband access to schools, installed tech walls throughout the region, and improved network connectivity at all schools to better accommodate students and staff. Students are being asked to learn 21st century skills that include communication, collaboration, creativity, and connectivity. These are essential skills for our graduates to obtain to ensure their success. BWDSB is offering a laptop to all secondary students to help achieve these goals throughout their studies.

In order for your child to receive a Bluewater District School Board (BWDSB) laptop, you must read, understand, and agree (by signing below) to the following terms of use and responsibilities:

- i. I agree to be a collaborative partner in supporting my child in the appropriate use of any school provided laptop. This collaborative effort involves my child, myself (parent/guardian), and the school staff through mentoring and modelling of good digital citizenship practices. I understand and agree that any inappropriate access performed by my child must be reported to the administration at the student's school as soon as I become aware of it. I understand that internet access on a laptop is only filtered when students are connected to the internet through the BWDSB network (i.e., connected to the internet through in-school Wi-Fi). When a laptop is connected to the internet in public places, or at home, the laptop will be subject to the network filters at that location, and it is the parent/guardian's responsibility to ensure their child is using the laptop appropriately and accessing only appropriate content.
- ii. I understand that my child will be provided one laptop to be used at home and at school and that I am responsible for this laptop and any damage that may occur. The full replacement cost for the laptop will be charged if the laptop is damaged beyond repair or has been lost by the student. Repair costs range based on the scope of damage. I agree to assist in ensuring the laptop is cared for, reducing the risk of accidental damage by ensuring that:
 - a. the laptop is stored in a safe place when home;
 - b. the laptop is carefully transported when carrying to and from school (e.g., in a bag or protective case); and
 - c. any computer virus or security issues are reported promptly to the administration at the student's school.
- iii. I have read the attached 'Information Technology Electronic Acceptable Use Agreement - Secondary Students' and I give permission for my child to access BWDSB approved software and network resources. I understand that school-owned laptops are intended for educational use only. Items accessed, downloaded, and saved on the laptop may be viewed by BWDSB staff members, for example, for maintenance and support. Students are bound to follow the Safe and Acceptable Use Guidelines and school code of conduct while using school-owned laptop, regardless of location, time, or date. I will not hold the school liable for materials or information distributed through or acquired from use of the school's laptop by my child.
- iv. **Return of Laptop**
I understand that my child will keep this laptop for the duration of their secondary school career and that the laptop will be returned to Bluewater District School Board under the following conditions:
 - a. graduate from a Bluewater District School Board secondary school;
 - b. transfer to another school board;
 - c. un-register from a Bluewater District School Board secondary school;
 - d. expulsion; and/or
 - e. for any other reason as defined by Bluewater District School Board.

For Student Approval		
I have read, understand, and agree to the above Secondary Student Laptop Agreement and agree to receive a Bluewater District School Board laptop.		
_____ Student Name (please print)	_____ Student Signature	_____ Date Signed
For Parent/Guardian Approval		
I have read, understand, and agree to the above Secondary Student Laptop Agreement and give consent for my child to receive a laptop from Bluewater District School Board for their individual educational use within and outside of the school environment.		
_____ Parent/Guardian Name (please print)	_____ Parent/Guardian Signature	_____ Date Signed

Personal information on this form is collected under the authority of the Education Act, in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used establish an agreement for the provision of a laptop to a Bluewater District School Board secondary student. Questions about this collection should be directed to the principal of the school.

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Information Technology Electronic Acceptable Use Agreement - Secondary Students (from AP 2820-D)

This agreement is designed to ensure a safe and supportive school environment, and to protect the board's computer network. All students are required to acknowledge that they have read, understand, and will comply with the requirements/conditions/rules concerning the use of school/board technology.

Students should be aware that all school/board computers, networks, and all information contained on these computers (files, communication logs, Internet history) belongs entirely to the board. The board grants students the privilege to use its technology where this supports and enhances student learning and achievement. Students are required to use these services in a responsible and conscientious manner.

Students must follow the following rules while using school/board technology:

- i. Limiting use of technology to specific classroom projects, research goals, or other educational purposes as outlined by a supervising teacher or other staff;
- ii. Adhering to all board policies and guidelines. In particular, students must follow the guidelines of the board's Safe and Accepting Schools Policy (BP 6820-D), the School's Code of Conduct and Bluewater Character Attributes;
- iii. Respecting others' privacy;
- iv. Ensuring all personal information remains private and is not published on the Internet (e.g. not publishing photos, videos, names, addresses, or phone numbers);
- v. Communicating with others in a polite and respectful manner;
- vi. Reporting to a teacher or other staff member if they receive a message that is inappropriate or makes them uncomfortable;
- vii. Reporting known technical, safety, or security problems to a supervising staff member
- viii. Respecting information obtained on the Internet by incorporating all references in a bibliography, footnote, or other form of citation.

Students are strictly prohibited from engaging in any of the following activities using board technology:

- i. Sharing their user accounts or password information with others, including giving someone else access to their account or using another person's account;
- ii. Accessing social networking sites (Facebook, Twitter etc.) or instant messaging, except with prior approval from a teacher or other staff;
- iii. Posting any private information about themselves or another person on the Internet, except with prior approval from a teacher or other staff;
- iv. Accessing or posting any material that is inappropriate, obscene, contains sexual/graphic content, or advocates violence or hatred against others;
- v. Communicating with others in a threatening, discriminatory, or intimidating manner or otherwise engaging in cyber-bullying, harassment, or stalking of others;
- vi. Using board technology to engage in illegal or criminal activity, such as threatening the safety of another person or arranging for the sale or purchase of drugs/alcohol;
- vii. Plagiarizing from materials they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were a student's own original ideas;
- viii. Installing any personal games or unauthorized software on a board computer;
- ix. Knowingly spreading computer viruses, malicious programs, or electronic chain letters;
- x. Hacking into board systems or otherwise tampering with computers or networks in a manner that disrupts normal operations;
- xi. Accessing any unauthorized board system or network or maliciously interfering with the system in any way;
- xii. Attempting to circumvent board security systems.

Use of the board technology for personal reasons is a privilege. It does not limit the board's ability to access information stored on its system for a wide variety of legitimate reasons, including:

- i. To engage in technical maintenance, repair and management
- ii. To meet a legal requirement to produce information
- iii. To ensure continuity of work (e.g., employee is sick or injured and work needs to be retrieved)
- iv. To improve business processes and manage productivity
- v. To prevent misconduct and ensure compliance with the law

**Bluewater District School Board**

351 1st Ave. N., Box 190, Chesley, Ontario N0G 1L0 (519) 363-2014 or 1-800-661-7509

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All users also should understand that:

1. A password is what the board uses to reliably identify who is using its technology and does not prevent the board from accessing its computing resources;
2. That the board can restore information that individuals delete from its computing resources.

In light of the above and the primary function of board technology, students should understand that personal use is not private. If students need a private means of communication or a private means of computing they should use a personal computer or device and connect to the Internet through a commercial service provider.

Students must be aware of requirements for safe and wise use of information technology resources in our schools. The response to actions that are not in accordance with the board's Safe and Accepting Schools Policy (BP 6820-D), and the School's Code of Conduct may range from withdrawal of privileges to disciplinary action pursuant to applicable board policies.

For more information regarding the board's policies please click on the associated links (e.g., board policies BP2310-D, BP2311-D, BP2312-D, AP2313-D, BP2314-D, BP2820-D, BP6820-D as well as associated procedures).