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# COMPUTER ACCEPTABLE USE GUIDELINES for High School Staff and Students – Gr 10 to 12

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## **Digital Citizenship**

It is a goal of the Sahtu DEC to develop good Digital Citizens that can make decisions and operate technology with appropriate and responsible use. While using district technology resources, students and staff shall demonstrate appropriate and responsible use in the elements of Digital Citizenship.

### **A Good Digital Citizen:**

- Uses technology resources for learning
- Uses good netiquette
- Respects privacy, their own and others
- Respects copyright and other laws
- Protects themselves from technological dangers such as identity theft and other predators
- Is a life-long learner
- Keeps passwords private

### **A Good Digital Citizen DOES NOT:**

- Use profanity in electronic communications
- Share obscene/pornographic materials electronically
- Use technology or network resources in an illegal or unethical manner
- Hack into others information
- Download illegal digital media
- Plagiarize
- Create or distribute worms or viruses
- Hamper the operations of the school's network
- Cyberbully

Reference: [http://www.digitalcitizenship.net/Nine\\_Elements.html](http://www.digitalcitizenship.net/Nine_Elements.html)

### **Expectations and Responsibilities – Staff**

- Sahtu DEC staff are expected to be familiar with the school policies concerning student technology use.
- All staff who utilize school technology for instructional purposes with students have a professional responsibility to help students develop information literacy skills.
- School personnel have a responsibility to protect and respect the confidentiality of all electronically stored student, parent, and staff information according to federal and territorial laws.

### **Expectations and Responsibilities – Students**

- Students are encouraged to use technology equipment under adult supervision to further learning opportunities.
- Students shall not provide their name, address or photograph to people or companies on the Internet and Web without permission of parent(s) and a teacher.

### **Expectations and Responsibilities - Students & Staff**

- Do not install any software on District computers without permission from the District technology support staff.
- Keep your passwords secret, change passwords if asked, and respect the privacy of others' passwords.
- E-mail messages are not secure or private. Confidential information should not be sent via e-mail.
- Licenses are purchased for the rights to use most software. Don't make a copy of district software for use on other computers.
- Treat district technology equipment with care and attention.
- Participate in training to learn how to properly use technology equipment (when offered).
- I will abide by the rules of the computer and network use agreement at school even if I bring my own device to school.

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*Agreement to be signed on following page*

**Please sign and return these pages to your school by the end August. Thank you.**

## COMPUTER ACCEPTABLE USE AGREEMENT

In return for the privilege of using the resources of the Sahtu DEC Computing Environment, I agree to abide by the Rules and Regulations for its use. I understand that failure to follow these rules can result in having my privileges restricted or taken away.

Student/Staff Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

School Principal or Designate: \_\_\_\_\_

Date: \_\_\_\_\_

***For Students ONLY:***

I have discussed these rules with my child and my child agrees to follow them.

Signature of Parent(s)/Guardian(s): \_\_\_\_\_

**RETURN TO SCHOOL by the end of August - *Failure to return to the school shall be considered as accepted.***

*A complete copy of the Digital Citizenship Curriculum and IT Policies are currently available from your School or our web-site: [www.sahtudec.ca](http://www.sahtudec.ca)*