

PARKLAND SCHOOL DIVISION
RESPONSIBLE USE OF TECHNOLOGY AGREEMENT
STAFF AND COMMUNITY MEMBER FORM

Parkland School Division (Parkland) supports and encourages the use of technology to enhance and facilitate our work with and for students. Our goal is to ensure that interaction with technology contributes positively to the work and learning environment at school and in the community.

Parkland uses a web filter to safeguard from inappropriate content, and provides education to ensure staff and community members understand and comply with the safe, legal and responsible use of technology and the information accessed by its' use.

This Responsible Use of Technology Agreement applies to staff and community member use of personal or Parkland owned technology or personally owned technology used for Parkland business, learning or communication purposes.

I _____, agree to the following conditions
(your name)

of being a responsible citizen as listed below:

Respect and Protect Yourself

- I will take responsibility for my actions when posting or viewing online information and images.
- I will use appropriate online etiquette.
- I will follow school and Parkland procedures and behaviour standards.
- I will not access inappropriate material.

Respect and Protect Others

- I will not use technologies to degrade or defame others.
- I will not forward inappropriate materials or communications.
- I will obtain permission of individual(s) before sharing or posting any information about them.
- I will obtain permission from individual(s) before sharing commonly created electronic data.
- I will follow applicable Freedom of Information and Protection of Privacy Act (FOIP) regulations when sharing or posting information about students.
- I understand that Social Media used for educational purposes is an extension of the classroom.
- I will be an ambassador of Parkland when using Social Media in my role within Parkland.
- I will moderate online content published by the students I work with.

Respect and Protect Intellectual Property

- I will follow federal copyright laws and fair use guidelines.
- I will learn and use citation correctly.
- I will respect information owned by Parkland.
- I agree that all electronic communication and online content I create which is related to the Parkland mandate and function is in the custody and control of the organization and is a corporate record of the organization.

Respect and Protect Property

- I will take full responsibility for, and respectfully use, any technology available to me within Parkland.
- I will use network bandwidth, file storage space and printers reasonably and only for Parkland related purposes.
- I will report abuse of technology to the Director of Technology Services and/or designate.
- I will report security or network problems to the Director of Technology Services and/or designate.
- I will not use Parkland technology for commercial or personal financial gain.

Personal Technology

Staff and Community Members may bring personal technology to Parkland. When using personal technology at a Parkland site all of the above conditions apply, in addition to the following:

- I will turn off all peer-to-peer (file-sharing) software or web-hosting services on my technology.
- I understand the security, care, connectivity and maintenance of my technology is my responsibility.
- I understand that Parkland is not responsible for the loss, theft or damage of my technology.
- I understand I am fully responsible for my technology while it is at a Parkland site.

I am signing below to show that I accept the expectations and conditions of this agreement and will use the school/Parkland network properly as a responsible citizen:

School/Work Site

Signature

Date

[Administrative Procedure 610 - Responsible Use of Technology](#)