

GUIDELINES AND PROCEDURES

Students of Rocky View Schools (RVS) have the opportunity to access RVS Information Technology (IT) Resources (software, hardware, network, e-mail, and Internet) to enhance learning. This agreement shall be executed upon commencement of enrollment. All users shall adhere to the following standards of responsible use when accessing RVS' IT Resources on an RVS-owned or personal electronic device for educational purposes.

RVS utilizes a suite of hardware and software products that are tightly integrated into our educational pedagogy. We refer to this as the Rocky View Schools - Digital Education Suite ("RVS-DES").

The RVS-DES includes the use of hardware devices such as iPads, Chromebooks, MacBooks and Microsoft Windows PCs. It also includes processing of personal data for the creation of student user accounts for RVS services such as Wi-Fi access, collaborative services including Managed Apple IDs, G-Suite for Education (Google Apps) and Microsoft O365 as well as instructional tools like Moodle and myBlueprint.

Some educational tools used by Rocky View Schools, as part of the RVS-DES, are provided by service providers that may store or process student data, including personal information, on servers located outside Canada. This means such data may be subject to the laws of those jurisdictions, including the United States. RVS takes steps to protect student privacy through contractual safeguards, restricts the use of such services to educational purposes, and informs parents/guardians of these risks.

To fully access the RVS-DES, personal data related to students is used to automatically configure user accounts upon being registered as an RVS student. For students in their legal custody, Parent/Legal Guardian (or Adult/Independent students) have the right to withdraw consent for the use of RVS-DES Services. In this eventuality, other mechanisms will be used to provide equivalent instruction to these students without the use of RVS-DES.

To withdraw consent, written notification from the Parent/Legal Guardian (or Adult/Independent student) must be given to the school principal. Consent related to use of RVS-DES services will remain in effect until otherwise changed by the Parent/Legal Guardian (or Adult/Independent student) at a future date.

As outlined in Administrative Procedure 140 – Responsible Use of Technology and the RVS Terms of Service ("TOS"), RVS reserves the right to access, audit, monitor, suspend, and/or deny the use of all supplied IT Resources and the information stored on them, without prior notice to the user, in order to maintain the integrity of the system and ensure responsible use. Inappropriate use will result in disciplinary action.

Student Statement of Responsible Use

- I will follow all administrative procedures regarding responsible use of IT Resources stipulated in *AP140 Responsible Use of Technology* and the guidelines stated in the RVS Terms of Service ("TOS").
- I will take full responsibility for, and respectfully use, all IT Resources available to me.
- I will take responsibility for my actions when viewing and posting information and images online.

- I will not distribute inappropriate content.
- I will treat others with respect and use appropriate language and images when communicating with others.
- I will only use IT Resources for educational activities directly related to RVS.
- I will not connect unauthorized devices to the network including but not limited to cameras, switches, servers or printers.
- I understand I am responsible for any actions performed on the computer while I am logged on, therefore, I will always log out when finished on the computer or when I am away from the workstation.

Student Statement of Safe Use

- I will keep my personal information secure, including my age, address, and phone number.
- I will help maintain a safe computing environment by reporting any inappropriate messages, material, security, or network problems to a teacher, administrator, or system administrator.
- I understand the Division uses a web filter to safeguard students and staff from inappropriate content, but that it may not always be possible to block inappropriate content.
- I understand not all information on the Internet is true and accurate, therefore I will learn to assess the information that I find.

Student Statement of Appropriate Use

- I will obtain written permission of the individual(s) involved before photographing, videoing, publishing, sending, or displaying their information in a public online environment in accordance with AP320 - Student Records and AP185 - Records Management.
- I will obtain written permission from individual(s) before downloading and redistributing assets from one of RVS' secured online environments, i.e. blogs, student portfolios, etc. in accordance with AP320 - Student Records and AP185 - Records Management.
- I will use IT Resources and equipment in a positive manner so as to not disturb system performance and/or breach security standards.
- I will not attempt to circumvent system security or gain unauthorized access to any local or network resources.
- I will not use any IT Resources for mass emailing, promotions/solicitation, product advertising, personal profit, or private business.
- I will only download, save, or install either full or portions of any music, movies, and images in accordance with RVS' standards and copyright laws.

Student Statement of System Limitations and Monitoring

- I understand teachers and technicians do their best to ensure the availability and reliability of RVS' IT Resources, however, I also understand IT Resources may be unavailable at times due to extenuating circumstances.
- I understand Network Administrators may review files and communications to maintain integrity of the system and to ensure responsible use.

Student Statement Regarding Personally Owned Devices

Individuals may use their own personal electronic devices on the RVS network. When using a personal mobile device, all of the above conditions apply, in addition to the following:

- I realize that by registering/using my personal device on the RVS network, the device can be monitored and my computing activities can be traced back to me.
- I will ensure my personal device is equipped with current virus protection software if supported by the device.
- I will turn off all peer-to-peer sharing (music/video/gaming) software, VPN, or web-hosting services on my device while connected to RVS' network.
- I will use my personal electronic device appropriately during class/business time. During non-instructional times, students may use their personal electronic devices providing that they adhere to the expectations of this agreement.
- I understand the security, care, connectivity, and maintenance of my device is my responsibility.
- I understand technical support for my personal electronic devices is my responsibility.

RVS TECHNOLOGY RESPONSIBLE USE ACKNOWLEDGEMENT

Students, parents and/or legal guardians jointly accept responsibility for complying with AP140 - Responsible Use of Technology and RVS' Terms of Service (ToS) as a condition of registration within an RVS school or program.

I realize that violation of these provisions may result in loss of use of network privileges, as well as possible disciplinary actions. This may include, but is not limited to, revocation or suspension of network privileges, suspension or expulsion from school, and/or appropriate legal action.

By adding my child's name (the Student) and signature below, I acknowledge I have reviewed the RVS Technology terms of service and Responsible Use of Technology guidelines and procedures and understand the process of withdrawing consent.

RVS Student or Adult/Independent Student Name:
Parent/Guardian Name:
Parent/Guardian or Adult/Independent Student Signature:

The information on this form is being collected pursuant to the Education Act and the Freedom of Information and Protection of Privacy Act. Questions concerning its collection or use can be directed to Rocky View Schools FOIP Coordinator, the Associate Superintendent of Business and Operations, by calling 403.945.4000 or by e-mail (busops@rockyview.ab.ca).

This information will be retained in accordance with Rocky View Schools procedures for the retention period of the form.



Responsible Use of Technology Student

AF140-A
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Reference:

- AP140 - Responsible Use of Technology
- AP320 - Student Records
- AP185 - Records Management
- [RVS Privacy Policy](#)
- [RVS Terms of Service](#)