



Billy Green School

2019-20 Acceptable Use Guidelines for Technology

Acceptable use guidelines ensure the safety (physical and social/emotional) and respect the privacy of staff and students, while maximizing learning and engagement.

- Primary students (FDK-Gr3) are encouraged to keep all electronic devices at home.
- With parental permission, junior (Gr4-6)/intermediate (Gr7-8) students may bring their own devices to school, if used in accordance with these guidelines. Bringing a device from home is never mandatory.
 - If as a parent you allow your junior/intermediate child to bring a device to school, please remember that Billy Green School assumes no responsibility for lost, damaged, or stolen property (including electronic devices) or the content of devices. Student use and storage of personal electronic devices is at their own risk.

We are committed to teaching and modelling for our students the appropriate use of devices for instructional purposes.

Acceptable Use:

At All Times:

- Students are responsible for the care and security of their device. The school assumes no responsibility for lost, stolen or damaged devices.
- Throughout the school day (8:40am-3:00pm), personal devices will be turned off and in the student's school bag or locked in their locker.
- Devices are never to be taken into washrooms or change rooms. These spaces are private.
- Photos taken at school may only be taken using school devices. These photos may only be posted on school supported social media (e.g., school website, school Twitter account) once photos have been screened by the appropriate staff member for permissions.
- Students may not take photos on their own devices at school (not of themselves, other students, friends, or staff).

During Instructional Time:

- Personal devices will not be used during class. We have school iPads and computers for students to use for instructional purposes (e.g., learning) during this time.
- Throughout the school day (8:40am-3:00pm), devices will be turned off and in the student's school bag or locked in their locker.
- Usage of school devices during class time will be designed to enhance the learning and engagement of the student. Usage that creates a distraction to the student, or others, detracts from learning and hurts the learning environment.
- Parents are asked to support staff in helping students understand the importance of focused school time. Parents and students should not be texting or otherwise making contact on personal devices during the school day. In the event that a student needs to contact their parent, they can do so from the phone at the office with staff permission. For emergency situations, parents are welcome to call the school office.

During Non-Instructional Time (e.g., before school, nutrition breaks, after school):

- Students are to arrive to class on-time and ready to learn.
- Students are to take advantage of opportunities to interact socially with others in appropriate ways.
- Throughout the school day (8:40am-3:00pm), devices will be turned off and in the student's school bag or locked in their locker.

We are committed to teaching and modelling for our students the appropriate use of devices. All students will be expected to follow the acceptable use guidelines, if not the situation will be addressed (e.g., a verbal re-direction, note in agenda, reminder, device kept in office, call home, device to remain at home for specified length of time). For more serious or persistent incidents, a referral to the office may be made and/or a parent contacted.

My child and I have reviewed and agreed to the Billy Green Acceptable Use Technology Guidelines.

Student Name: _____ Student Signature: _____ Class: _____

Parent/Guardian Signature: _____ Date: _____