

The following information is based on the foundation of the *Elk Island Catholic School District Student Responsible Use Agreement* and *FOIP* policy that must be signed by all students and parent/guardians in Elk Island Catholic Schools. The purpose of this document is to support and inform students and parents/guardians about the expectations that come with digital citizenship at **Archbishop Jordan Catholic High School**.

Students are responsible for:

- keeping their EICS login ID's and passwords confidential
- password protecting personal devices
- the security and safety of their own electronic devices
- the content contained on their own personal electronic devices
- their behaviour and activity while using their electronic devices during school hours
- ensuring that they access acceptable materials for educational purposes
- respecting copyright laws (text, photos, music, videos, etc.)
- ensuring that their personal device does not disrupt the learning of others
- maintaining their own device

**ALL I NEED TO KNOW ABOUT
USING MY PERSONAL
ELECTRONIC DEVICES AT SCHOOL**



At no time should these devices interfere with an individual's right to privacy and learning.

Intervention Levels: (each incident treated on its own merit)

Level 1 – addressed by the supervising staff

Level 2 – addressed by supervising staff and grade level administrator, with possible contact home

Level 3 – addressed by administration (assistant principal and/or principal)

Level 4 – addressed by administration, school district and/or RCMP

Common Misuses

Using audio and/or video devices to record others without permission

Using audio and/or video devices in inappropriate settings, such as lockers rooms and bathrooms

Sharing district ID's and passwords

Using devices to cheat on assignments and/or tests

Using devices for non-instructional purposes, such as making/receiving personal phone calls, texts and/or messaging, and social networking

Online gaming, unless approved by a teacher

Downloading, viewing and/or sharing inappropriate content including pornographic and offensive material

Cyber-bullying

Trying to bypass district security filtering systems

Student use of personally owned electronic devices in the classroom will be at the discretion of the supervising staff member.

Supervising staff members may prohibit, restrict or regulate the use of student owned devices at any time.

Archbishop Jordan Catholic High School is not responsible for the loss, theft or damage of student owned devices. Teachers and administrators have the right to search devices if they have reason to believe that the device has been used inappropriately.