

Administrative Procedure 342

Students

MID-HIGH STUDENT RESPONSIBLE USE POLICY

OVERVIEW

Westmount Charter School provides technology resources and allows for personal devices to be utilized at school in accordance with the Responsible Use Policy, to enhance and optimize teaching and learning. Westmount expects students to exercise appropriate personal responsibility in their use of these resources. Westmount expects the cooperation of parents for the responsible use of these resources both at home and at school.

Our goals are to provide access to educational tools, resources, and communication, and to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe, considerate, productive, and educationally sound use of these resources.

This Mid-High Student Responsible Use Policy is to be accepted by students and parents on an annual basis.

EXPECTATIONS AND RULES

Responsible use of Westmount's technology resources is ethical, respectful, academically honest and supportive of the school's mission and values. We expect students to avoid computer activities which interfere in any way with the learning process. Some activities are expressly prohibited by law and Ministerial Order (#014/2024); others are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible form of student behaviour with technology. We require students to use technology in accordance with general expectations for student behaviour as outlined in various other school policies and the code of conduct. Violations of any portion of this signed agreement may result in disciplinary action, ranging from loss of privileges to suspension, and/or legal action. Westmount will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network or using our equipment. The school reserves the right to apply disciplinary consequences for computer related activities conducted off campus if such activity adversely affects the safety or well-being of students or other members of our community, or constitutes behaviour that reflects poorly on Westmount Charter School.

1. Personal Safety

- 1.1 I will protect my personal safety when I am online by not posting my personal information, unless I have the permission of my teacher or parent.
- 1.2 I will agree not to meet in person anyone whom I've met online. Responsibility for any meeting rests solely with my parents who are advised they should accompany their child to such a meeting.
- 1.3 I will tell my teacher or other staff member if I receive an inappropriate message, communication or contact or one that makes me feel uncomfortable, intimidated or afraid.

2. Online Behaviour

- 2.1 I understand that I continuously represent Westmount whenever and wherever I use online communications on or off campus. This includes, but is not limited to email, chat, instant-messaging, texting, gaming and social networking sites.
- 2.2 I understand that online communications can be forwarded, copied, or traced and can last forever on the internet.

- 2.3 I will be respectful and polite in all of my online communications with classmates and teachers.
- 2.4 I will only visit sites where I am proud to be seen as a student of Westmount Charter School. I will not harass, insult or otherwise hurt another person or any organization.
- 2.5 I will not assume any fictitious or anonymous identity in any activity that uses Westmount technology resources or refers to Westmount Charter School.
- 2.6 If I am uncertain if a specific activity is permitted or appropriate, I will ask a teacher, parent or the technology department before engaging in that activity.

3. Privacy

- 3.1 I will not share my network password with anyone, or use anyone else's network password. If I become aware of another individual's password, I will inform that person or a member of the technology staff.
- 3.2 I will be ethical and respect the privacy of others through the Westmount network and internet and will not share or access other's folders, files, or data without permission.
- 3.3 I understand that Westmount has the right to look at any data, email, logs, or files that exist on the network or on individual computers without the prior consent of system users. In addition, Westmount reserves the right to view or remove any files on the network or on individual computers without prior notice to users.
- 3.4 I will not share or post online personally identifying information about any member of the Westmount community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)
- 3.5 I will not pass along a message sent to me unless I have the permission of the person who sent it to me.
- 3.6 I will not make audio or video recordings of another student or teacher without his/her permission.

4. Use of School Technology Resources

- 4.1 I will not play games, instant-message, access social media sites, music or videos at school, unless it is part of the curriculum and is authorized by a teacher.
- 4.2 I will use my Westmount email and network space only for school-related activities.
- 4.3 I will not use my Westmount email account to send out mass unsolicited messages or to forward chain letters, joke collections, or other objectionable materials.
- 4.4 I will not use Westmount's technology resources for commercial activity, for monetary gain, or for any illegal uses.
- 4.5 I will not deliberately perform any act which will negatively impact the operations of anyone's computers, printers or networks. I will make an effort to keep my computer free from viruses and other destructive materials. If my computer is accidentally infected, I will seek help from a member of the technology staff.

- 4.6 I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring or in any attempt to circumvent network security.
- 4.7 I will not install or boot to non-approved operating systems on Westmount computers.
- 4.8 I will obey the school's rules such as no food or drink and no running or horseplay, to physically protect computers and laptops.
- 4.9 I will treat equipment carefully and with respect including: computers, laptops, headphones, printers, cameras, scanners, projectors and interactive whiteboards.
5. Unacceptable Materials
- 5.1 I will not search for, or download any material which is offensive, lewd or pornographic. (Offensive material is pro-violence, profane, hateful, discriminatory, or anti-social. An exception to this policy is granted for teacher assigned research projects.)
- 5.2 If I mistakenly access inappropriate information, I will immediately notify my teacher or other staff person.
6. Copyright and Plagiarism
- 6.1 I will properly cite any resources that I use in my school-work.
- 6.2 I will not plagiarize from any sources which includes Artificial Intelligence (AI) applications. (Plagiarism is taking someone else's writing, images, or ideas and presenting it as your own.)
- 6.3 Except for "educational fair use" as defined by a teacher, I will not copy, save, download or redistribute copyrighted materials (files, music, movies, software, etc.). Students should assume material is copyrighted unless otherwise stated.
7. The Use of Personal Mobile Devices and Social Media
- 7.1 I understand a personal mobile device includes cell phones, smart watches, tablets, laptops, iPads, Bluetooth earbuds/headphones or any personal electric device that can be used to communicate with or access the internet.
- 7.2 I will ensure that my personal mobile devices are powered off or set to silent mode and stored out of sight in my locker, backpack or teacher designated area during the school hours of 8am to 4pm.
- 7.3 I will review the [Westmount Mid High Personal Device and Technology Policy and Procedures](#) – for further detail and the acceptable use of personal laptops, iPads and Tablets.
- 7.4 I understand, if I require a personal mobile device for health/medical needs or to support my Individual Program Plan (IPP), my parent/guardian should communicate with school administration in alignment with [Administrative Procedure 316 Administration of Medication or Medical Treatment](#).
- 7.5 I understand that if I am found to be using a personal mobile device during instructional time or when involved in a teacher supervised activity outside of instructional time, staff will use a progressive student discipline approach, aligned with [Administrative Procedure 350 Student Discipline](#), which will begin with ensuring I understand the expectations.

- 7.6 I will not connect personal mobile devices that have not been approved by the technology department to the Westmount network.
- 7.7 I will not connect personal mobile devices to other networks while on campus.

8. Limitation of Liability

- 8.1 Westmount uses its best efforts to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet. Westmount reserves the right to block content that negatively impacts the academic performance of students. Westmount cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence or error. Westmount is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for any claims or damages arising from the unauthorized use of the network.

Acceptance of Agreement

Student

I have read all of this Responsible Use Policy, and a Westmount staff member has verbally reviewed the policy with me and I have agreed to follow all of the rules and expectations outlined above.

Parent/Guardian

I have read this Mid/High Student Responsible Use Policy and give permission for my child to use Westmount technology resources and personal devices when permitted, in accordance with it. I will instruct my child regarding the importance of following the rules and expectations in this agreement and will support Westmount in the enforcement of these rules.

I will electronically accept this policy during the yearly registration process.

Cross Reference:	Ministerial Order (#014/2024) Standards for the Use of Personal Mobile Devices and Social Media in Schools AP-141 Information and Communication Technology AP-342.1 Elementary Student Responsible Use Policy AP-350 Student Discipline
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