

# **Administrative Procedure 342.1**

## **Students**

### **ELEMENTARY STUDENT RESPONSIBLE USE POLICY**

#### **OVERVIEW**

Westmount Charter School provides technology resources to enhance and optimize teaching and learning with a belief that the educational advantages outweigh the potential for misuse. In return, Westmount expects students to exercise appropriate personal responsibility in their use of these resources. Westmount expects the cooperation of parents/guardians 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 Elementary Student Responsible Use Policy is to be accepted by students and parents/guardians 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 that interfere with the learning process. Some activities are expressly prohibited by law; 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.

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.

#### **1. Personal Safety**

- 1.1 I will protect my personal safety when I am online by not posting my personal information or any pictures of me unless I have the permission of my teacher or parent/guardian.
- 1.2 I will agree not to meet in person anyone whom I have met online. Responsibility for any meeting rests solely with my parents/guardians, who are advised they should accompany their child to such a meeting.
- 1.3 I will tell my teacher or another adult at the school if I receive a message that makes me feel uncomfortable, angry, ashamed or afraid.

## 2. Online Behaviour

2.1 I will be respectful and polite in all of my online communications with classmates and teachers.

2.2 I will only visit sites where I am proud to be seen as a student of Westmount Charter School. I will avoid any material which is tasteless, offensive, profane, obscene or hateful.

2.3 I will not harass, insult or otherwise hurt another person or any organization.

2.4 I will ask a teacher or another adult at the school if I am not sure about doing something online.

## 3 Privacy

3.1 I will not share my password with anyone (even my best friend), or use anyone else's password.

3.2 I will respect the privacy of others. I will not share their personal information online. I will not trespass in another person's folders, files, or data.

3.3 I know that the school can look at any of my files or history and can remove that information without letting me know. I know that the school can monitor the sites that I visit.

3.4 I will not pass along a message sent to me unless I have the permission of the person who sent it to me.

## 4 Use of School Technology Resources

4.1 I will not play games, send instant messages, or access music or videos at school, unless my teacher gives me permission.

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 emails (spam) or to forward chain letters, joke collections, or other objectionable materials.

4.4 I will not use Westmount's technology to buy or sell anything, or for any illegal uses.

4.5 I will not copy another person's work and pretend it is my own.

4.6 I will not deliberately do anything that will negatively impact the operations of anyone's computers, printers or networks. I will make an effort to keep my computer free from viruses. If my computer is accidentally infected, I will ask for help from an adult at the school.

4.7 I will not waste computer resources such as bandwidth by downloading music, videos or games without my teacher's permission.

4.8 I will not try to change or get around any security provisions, and will tell my teacher if I think I have found a security problem.

4.9 I will obey the school's rules such as no food or drink and no running or horseplay, to physically protect computers and laptops.

- 4.10 I will treat equipment carefully and with respect including: computers, laptops, headphones, printers, cameras, scanners, projectors and interactive whiteboards.

#### The Use of Personal Mobile Devices and Social Media

- 5.1 I understand that personal mobile devices include 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.
- 5.2 I will ensure that my personal mobile devices are powered off or set to silent mode and stored out of sight in my backpack or teacher-designated area during the school hours of 8 a.m. to 4 p.m.
- 5.3 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](#).
- 5.4 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.
- 5.5 I will not connect personal mobile devices to other networks while on campus.

### **Acceptance of Agreement**

#### **Student**

This Responsible Use Policy has been verbally reviewed with me and I have agreed to follow all of the rules and expectations outlined.

#### **Parent/Guardian**

I have read this Elementary 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 Mid-High Student Responsible Use Policy  
AP-350 Student Discipline

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