

Student Network Access User Agreement Policy Macdonald Drive Junior High

This policy will address acceptable standards of use for students, and the responsibilities of the district, school, and individual teacher, to prevent the misuse of these systems.

Note that the school has the right, but not the obligation, to monitor and supervise all computer use, communication, or system accounts within the school.

The network administrators will have the following authorities to be exercised in conjunction with the school principal:

- grant or revoke user accounts (which allow access to the computer network and GSuite)
- provide teacher supervision of students using the network
- allow use of specific computer applications (to be decided by individual schools)
- monitor which Internet sites are being accessed
- block access to certain Internet sites
- read all electronic information in a student's account (i.e. email and Google Drive files.)

Student Responsibility:

Computers are to be used for educational purposes only; Internet searching and browsing shall be limited to appropriate sites. Further to this point:

- The Internet contains information which may be pornographic, racist, vulgar or otherwise offensive. The school will attempt to limit access to sites that contain offensive material. However, it is the responsibility of the student to not access or attempt to access sites containing prohibited information.
- Language on the network is to be of the same standard as other forms of communication. Therefore use of profane, harassing, or otherwise inappropriate language is forbidden.
- Harassment of other users in any way is forbidden.
- Use of anonymizing websites or any other method of disguising the source of the electronic communication is forbidden.
- Copyright laws are strictly followed by schools; accessing or storage of copyrighted software or information for which school does not have a license for is forbidden.
- Computers, iPads, ChromeBooks, and other network devices are expensive and fragile pieces of equipment. Extreme care should be taken so as not to damage them.
- Students are responsible for their own accounts. System security relies on maintaining the secrecy of user passwords; if a user's password is known to anyone else, that person should inform the Network Administrator and change his/her current password.
- Use of accounts by anyone other than the registered account owner is prohibited. If an account is being used by someone other than registered user, both the unauthorized user and registered owner will have their computer privileges suspended.
- Students shall ensure that their accounts are used for lawful purposes only, and no material is transmitted which is prohibited, inappropriate, or infringes on rights of privacy. Further to the above guideline, students should not post information that would reveal their name, email address, home address or telephone number.

- Users must refrain from changing desktop settings (i.e. wallpaper) and users should ensure they are logged off before leaving a computer location.
- Accessing or attempting to access any computer, network, or resource for which the student does not have authorization is strictly prohibited and will lead to immediate and permanent revocation of computer privileges.

The use of computers and networking is advantageous to the student, yet remains a privilege rather than a requirement. Students are required to follow these guidelines to maintain this privilege. Penalty for contravention of any or all of these guidelines will range from revocation of any/all computer privileges, and/or other disciplinary action including expulsion and/or criminal prosecution. Please complete the form attached and return it to your child's homeroom teacher. Network access will not be granted until this form has been completed.

Media Consent (Photography, Audio, Video and Media)

Macdonald Drive Junior High

As 21st Century Learning Environments, many educational institutions are embarking into the digital realm in both an informal and formal manner.

- Many students and teachers work with various types of digital media; such as voice recordings, digital images and video every day in their classrooms. Pictures are taken during many curricular and co-curricular activities and include sports, music, drama, other special school-wide events as well as classroom activities. These pictures and digital media may be posted on the school website and/or social media account(s) to show all the wonderful things going on at our school.
- From time to time, the local media may be invited to the school to videotape, photograph, record and/or interview students involved in school-related activities. In addition, schools in the NL English School District promote involvement in curricular and co-curricular activities by posting student photos and student artwork on its website, and/or social media account(s), newsletters, brochures or advertisements.
- Schools in the Eastern School District also work closely with Eastern Health and the Healthy Students Healthy Schools Initiative to promote active and healthy living activities. Images may also appear in Eastern Health newsletters, social media account(s), brochures, advertisements or websites for Eastern Health and/or the Healthy Students Healthy Schools Initiative.

Student names, images and files will not be used without express permission from the parent/guardian. Please indicate your wishes regarding your child's involvement in the promotional activities mentioned above by completing the form attached and returning it to your child's homeroom teacher.

Network Access User Agreement and Media Consent Form Macdonald Drive Junior High

Please have the student and parent/guardian read the accompanying information, sign this form, and return to your homeroom teacher.

Student Name: _____

Student Homeroom: _____ Homeroom Teacher: _____

Is this your first year at Macdonald Drive Junior High? _____

If this is your first year at MDJH, what was the name and location of your previous school? _____

Student:

I have read and fully understand the **Student Network Access User Agreement Policy**, in particular the rights and responsibilities for students. By signing below, I indicate my acceptance of these guidelines and will ensure my account is only used for acceptable activities.

I have also read the **Media Consent information**.

Student's signature: _____ Date: _____

Parent:

We/I have read and fully understand the **Student Network Access User Agreement Policy** relating to computer access at MDJH. By signing below, we/I indicate acceptance of these guidelines.

We/I have also read and fully understand the **Media Consent information**.

____ Yes, I permit MDJH and the NL English School District to publish images of my child or their work for the promotional purposes listed in the attached Media Consent Sheet.

____ No, I do not permit MDJH and the NL English School District to reproduce images of my child or their work.

Parent/Guardian signature: _____ Date: _____

Office use: Date received: _____

GAFE Account Needed: _____ Request sent: _____ Processed: _____