

Appropriate Technology Use Policy

When engaging in online learning at Clayton Heights Secondary, I agree to:

Protect my privacy and that of others by:

- Not giving out personal information including full names or contact information.
- Only uploading or using images where I have permission from the people in those images.
- Not giving out my password to anyone.

Protect and respect the hard work of others by:

- Only uploading images, music, videos or other digital content that is created by me or is not subject to a copyright.
- Following copyright procedures when using any digital content.
 - Asking permission
 - Citing Sources
- Using content that falls under Creative Commons license whenever possible.

Behave respectfully by:

- Using appropriate language when working with others online.
- *If* approved by my teacher, I will use IM only for clear communication concerning class projects only.
- Never participate in or overlook offensive, insulting, or inappropriate language, images or behaviour.

I will talk to my teacher or another trusted adult if:

- I need help online.
- I feel that my welfare or the welfare of others is being threatened by online activities.
- Someone writes something that makes me feel uncomfortable or asks me to provide information that is private.

I can communicate to my teacher by speaking to them directly or by contacting them through their Surrey schools email or Teams.

I have read this **Technology Use Agreement** carefully and understand the significance of these guidelines and agree to them fully.

I understand that any breach of these conditions will result in my removal from having access to certain parts of the class (such as chat or conferences), as well as a referral to office administration.

Student Name: _____ Student Signature: _____

Parent Name: _____ Parent Signature: _____

Date: _____