

The following information is based on the foundations of the *Edmonton Catholic School Division Student Responsible Use Agreement* and *FOIP* policy that must be signed by all students and parent/guardians in Edmonton 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 **Cardinal Leger Junior High**.

**Students are responsible for:**

- ⌚ keeping their ECSD login IDs and passwords confidential
- ⌚ password protecting personal devices
- ⌚ the security and safety of their own electronic devices (to be kept in lockers OR not brought to school)
- ⌚ the security and safety of school owned electronic devices
- ⌚ the content contained on their own personal electronic devices
- ⌚ their behavior and activity while using their electronic devices before and after school
- ⌚ ensuring that they access acceptable materials for educational purposes
- ⌚ respecting copyright laws (text, photos, music, video, etc...)

**All I need to know about using my personal electronic devices at school**

**Personal devices are allowed before and after school ONLY.**

**Intervention Levels:**

- Level 1** – addressed by supervising staff and contact home by supervising teacher and device brought to office
- Level 2** – addressed by supervising staff and contact home by supervising teacher and device brought to office
- Level 3** - device is given to an administrator. The administrator will contact the parents. Students will be required to hand in their device to the office every morning and picked up at the end of the day for a period of time.
- Repeated Offences** – suspension of student as per student conduct policy.

**Personally owned devices will NOT BE allowed in the classrooms.**

**Common Misuses**

- Using audio and/or video devices to record others without permission \*
- Using audio and/or video devices in inappropriate settings, such as locker rooms and bathrooms \*
- Sharing district IDs and passwords \*
- Using devices to cheat on assignments and/or tests \*
- Using devices for non-instructional purposes, such as making personal phone calls, texts and/or messaging, and social networking \*
- Online gaming \*
- Downloading, viewing and/or sharing inappropriate content including pornographic and offensive material \*
- Cyber-bullying \*
- Trying to bypass district security filtering system

Cardinal Leger 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.