



Policy: Use of Technology Agreement and Permission to Publish

Policy Number: AH-A

Policy Type: Personnel

Responsible Use of Technology Agreement

Early Years (Gr. K-4)

HSD supports and encourages the use of technology to enhance and facilitate learning. Technology supports educational environments that are innovative, creative, and engaging. This agreement applies to student use of HSD and personal technology.

PART A RESPONSIBLE USE OF TECHNOLOGY

Hanover School Division is committed to educating responsible digital citizens who RESPECT, EDUCATE, and PROTECT themselves and others. When using HSD technology or personal devices, all students are required to:

- Take precautions to ensure personal privacy is protected (avoid sharing personal or identifying information online).
- Protect the privacy of others (do not share their personal information, images, or video without consent).
- Be respectful to all (do not use technology to degrade, defame, bully, or harass others).
- Avoid inappropriate or offensive online content (do not access, forward, or share).
- Abide by copyright laws and fair-use guidelines for electronic content.
- Do not post/download/share illegal software, music, movies, or content.
- Report any concerns, misuse, or abuse of technology to school personnel.
- Take full responsibility for, and respectfully use any technology provided.
- Use personal technology only when permission is granted, and keep it stored away when not in use.
- Turn off all peer-to-peer software when using personal technology at school (music, video, and file-sharing).
- Connect only to school approved Wi-Fi sources or networks.
- Cell phones and additional personal technology devices should not be brought to school unless the school principal has provided permission.

PART B PARENT/GUARDIAN AGREEMENT

1. As the Parent/Legal Guardian of the student listed on this form, I fully understand, accept, and support the responsible use of technology as outlined in PART A, and will review this agreement with my child (when age-appropriate).
2. I understand that the security, connectivity, care, and maintenance of my child's personal technology is my responsibility and that HSD will not be responsible for the loss, theft, or damage as such. I also understand that when my child connects to the HSD network, their personal technology may be monitored. I further acknowledge that the school principal or designate, at their discretion, may access and search my child's personal technology - if there are reasonable grounds to believe a breach of school rules or policies has occurred.
3. I acknowledge that this agreement allows for my child to be given access to the Internet for educational purposes. This includes the use of but is not limited to, desktop/mobile applications or services. I also recognize that HSD cannot filter or restrict access to all unacceptable materials on the Internet. *[HSD is confident in the effectiveness of our Internet filtering services, but we also recognize that there are no perfect filters. School staff will do their utmost to ensure students arrive at appropriate websites. Students are educated regarding online safety and best practices of digital citizenship, and we encourage parents/guardians to engage in discussion with their children on such matters.]*

4. I understand and accept that HSD will not assume legal liability for the inappropriate or illegal use of technology by my child, and I agree to report any unacceptable online behavior of my child to the school principal or designate. This includes, but is not limited to, communication or postings that indicate or suggest pornography, unethical or illegal activities, racism, hatred, or harassment. Furthermore, I recognize that violation of the terms of this agreement may result in loss of HSD network use for my child, and/or possible disciplinary action.

STUDENT: _____ **SCHOOL:** _____ **DATE:** _____
DAY/MONTH/YEAR

PARENT/GUARDIAN: _____ *PRINT NAME* _____ *SIGNATURE REQUIRED*

This agreement shall remain in effect as long as your child is registered with the Hanover School Division, and is applicable for Grades K-4. Each year you will receive a reminder of the permissions you have granted, and be informed of any changes to this agreement. You may rescind your permissions at any time. If you have any concerns or questions, please contact the school principal.

Responsible Use of Technology Agreement

Middle and Senior Years (Gr. 5-12)

HSD supports and encourages the use of technology to enhance and facilitate learning. Technology supports educational environments that are innovative, creative, and engaging. This agreement applies to student use of HSD and personal technology.

PART A RESPONSIBLE USE OF TECHNOLOGY

HSD is committed to educating responsible digital citizens who RESPECT, EDUCATE, and PROTECT themselves and others. When using HSD technology or personal devices, all students are required to:

- Take precautions to ensure personal privacy is protected (avoid sharing personal or identifying information online).
- Protect the privacy of others (do not share their personal information, images, or video without consent).
- Be respectful to all (do not use technology to degrade, defame, bully, or harass others).
- Avoid inappropriate or offensive online content (do not access, forward, or share).
- Abide by copyright laws and fair-use guidelines for electronic content.
- Do not post/download/share illegal software, music, movies, or content.
- Report any concerns, misuse, or abuse of technology to school personnel.
- Take full responsibility for, and respectfully use any technology provided.
- Use personal technology only when permission is granted, and keep it stored away when not in use.
- Turn off all peer-to-peer software when using personal technology at school (music, video, and file-sharing).
- Connect only to school approved Wi-Fi sources or networks.
- Grades 5 and 6 students may bring their cell phones and additional personal technologies to school but must have them stored in their locker unless the school principal has provided permission. Expectations for the use of cellphones in school must be clearly explained by the school principal to students and parents at the beginning of each school year.
- Grades 7 and 8 students are at the age where it is important to start preparing students for how to effectively and respectfully use cell phones at school. This is a critical step in preparing students for Grades 9-12 where greater independence with personal devices is provided.
Grades 7 and 8 students: With permission from the school principal, cell phones and additional personal technologies may be used to a limited extent. Expectations for the use of cellphones in school must be clearly explained by the school principal to students and parents at the beginning of each school year.

PART B PARENT/GUARDIAN AGREEMENT

1. As the Parent/Legal Guardian of the student listed on this form, I fully understand, accept, and support the responsible use of technology as outlined in PART A, and will review this agreement with my child.
2. I understand that the security, connectivity, care, and maintenance of my child's personal technology is my responsibility and that HSD will not be responsible for the loss, theft, or damage as such. I also understand that when my child connects to the HSD network, their personal technology may be monitored. I further acknowledge that the school principal or designate, at their discretion, may access and search my child's personal technology - if there are reasonable grounds to believe a breach of school rules or policies has occurred.
3. I acknowledge that this agreement allows for my child to be given access to the Internet for educational purposes. This includes the use of but is not limited to, desktop/mobile applications or services. I also recognize that HSD cannot filter or restrict access to all unacceptable materials on the Internet. *[HSD is confident in the effectiveness of our Internet filtering services, but we also recognize that there are no perfect filters. School staff will do their utmost to ensure students arrive at appropriate websites. Students are educated regarding online safety and best practices of digital citizenship, and we encourage parents/guardians to engage in discussion with their children on such matters.]*
4. I understand and accept that HSD will not assume legal liability for the inappropriate or illegal use of technology by my child, and I agree to report any unacceptable online behavior of my child to the school principal or

designate. This includes, but is not limited to, communication or postings that indicate or suggest pornography, unethical or illegal activities, racism, hatred, or harassment. Furthermore, I recognize that violation of the terms of this agreement may result in loss of HSD network use for my child, and/or possible disciplinary action.

STUDENT: _____ **SCHOOL:** _____ **DATE:** _____
DAY/MONTH/YEAR

PARENT/GUARDIAN: _____
PRINT NAME SIGNATURE REQUIRED

This agreement shall remain in effect as long as your child is registered with the Hanover School Division (under the age of 18), and is applicable for Grades 5-12. Each year you will receive a reminder of the permissions you have granted, and be informed of any changes to this agreement. You may rescind your permissions at any time. If you have any concerns or questions, please contact the school principal.

HSD - Permission to Publish

Hanover School Division believes in celebrating students and their achievements through publications and displays. Examples of such use include, but are not limited to the following:

- School Newsletters and Parent Publications
- School/Division Websites and Social Media
- Divisional Calendar
- Program Brochures
- Off-Site Events and Art Fairs
- Presentations and Community Displays

STUDENT NAME: _____ SCHOOL: _____

AS PARENT/GUARDIAN OF THE STUDENT LISTED ABOVE, I GIVE OR DECLINE CONSENT TO THE FOLLOWING:

1. Hanover School Division may publish identifying pictures, video, audio, or text of/about my son/daughter or child in my legal care, and may include their name, classroom, and school (students appearing in photographs and videos will only be identified by their first name).
2. Hanover School Division may publish work created by my son/daughter or child in my legal care. Such work may include video, photos, audio recordings, written work, artwork, electronic media, and may include their first name, classroom, and school.

In giving or declining consent, I also understand the following conditions/exceptions:

HSD has limited, or no control, over photographs and videos taken by news media and others in public locations, or at school-sanctioned events/activities open to the public - such as sporting events, performances, and concerts. When members of the public are invited/permitted to attend an event, those in attendance may choose to take student photographs, videos, and/or publish identifying information without requesting consent. In such instances, HSD cannot enforce or protect stated permissions.

HSD schools may choose to publicly recognize students for graduation, awards, public performance, and publish student yearbooks. In such instances, schools are permitted to publish both first and last names including identifying photographs without consent. Parents/Guardians desiring publication restrictions for such uses, may opt-out their children by special request. This can be done by contacting the school principal.

REQUIRED - CHECK ONE BOX

I HAVE READ AND UNDERSTAND THE ABOVE, AND HEREBY **GIVE** CONSENT TO PUBLISH

I HAVE READ AND UNDERSTAND THE ABOVE, AND HEREBY **DECLINE** CONSENT TO PUBLISH

DATE: _____
DD / MM / YYYY

PARENT/GUARDIAN: _____ (Or
STUDENT if 18 yrs. or older) **SIGNATURE** _____ **PRINT NAME**

This consent shall remain in effect as long as the student is registered with the Hanover School Division, and needs to be signed by a parent/guardian only once. Each year, parents/guardians will receive a reminder of the permissions they have given for their child.

News Media - Permission to Publish

Local News Media are occasionally invited into schools to take photos, videos, or obtain comments from students and staff. In such instances, this is done for the purpose of celebrating student achievement, showcasing learning experiences, or promoting school events within our communities. Media outlets that regularly feature HSD students include, but are not limited to; SteinbachOnline.com, The Carillon Newspaper, Niverville Citizen Newspaper, and local radio stations.

STUDENT NAME: _____ **SCHOOL:** _____

AS PARENT/GUARDIAN OF THE STUDENT LISTED ABOVE, I GIVE OR DECLINE CONSENT TO THE FOLLOWING:

1. **News Media may publish pictures, video, audio, or text of/about my son/daughter or child in my legal care, and may include their name, classroom, and school.**
2. **News Media may publish work created by my son/daughter or child in my legal care. Such work may include video, photos, audio recordings, written work, artwork, electronic media, and may include their name, classroom, and school.**

In giving or declining consent, I also understand the following conditions/exceptions:

HSD has limited, or no control, over photographs and videos taken by news media and others in public locations, or at school-sanctioned events/activities open to the public - such as sporting events, performances, and concerts. When members of the public are invited/permitted to attend an event, those in attendance may choose to take student photographs, videos, and/or publish identifying information without requesting consent. In such instances, HSD cannot enforce or protect stated permissions.

Information that is released and/or published by news media pursuant to this consent may be accessible worldwide. Materials created by media may continue to be accessed online, or in other forms, for an indefinite period of time thereafter. This consent may be withdrawn in writing, but will not have a retroactive effect.

REQUIRED - CHECK ONE BOX

I HAVE READ AND UNDERSTAND THE ABOVE, AND HEREBY **GIVE** CONSENT TO PUBLISH

I HAVE READ AND UNDERSTAND THE ABOVE, AND HEREBY **DECLINE** CONSENT TO PUBLISH

DATE: _____
 DD / MM / YYYY

PARENT/GUARDIAN: _____
(Or STUDENT if 18 yrs. or older) **SIGNATURE** _____ **PRINT NAME**

This consent shall remain in effect as long as the student is registered with the Hanover School Division, and needs to be signed by a parent/guardian only once. Each year, parents/guardians will receive a reminder of the permissions they have given for their child.

Appendix:

Date Policy Created	Aug.21, 2007
Date of last Review:	June 30, 2021
Reference(s):	Legal References: Additional Information: Formally Policy D38
Related Forms:	