



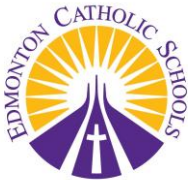
Technology Services Student Responsible Use Agreement Edmonton Catholic Schools

General	Edmonton Catholic Schools' technology resources are provided for the express purpose of supporting student learning in a Catholic learning environment. Students are provided with Division approved accounts to access technology resources to meet their instructional needs. Use of Division technology resources shall comply with Division Administrative Procedures, in particular Administrative Procedure 351, the applicable school code of conduct and any applicable legislation, regulations, bylaws or other legal authorities. Improper use of Division technology resources includes but is not limited to: ▪ Intimidating or harassing any individual including other students, staff or parents, ▪ Depriving any other individual of access to Division technology resources, ▪ Obtaining unauthorized access to Division technology resources, ▪ Bypassing security measures, ▪ Accessing, creating, storing or transmitting obscene or inappropriate materials, ▪ Communicating in any manner that does not ensure that students and staff are provided a safe and caring environment that fosters and maintains respectful and responsible behaviors. Personal use of Division technology resources by students is not permitted. Division technology resources must only be used for educational purposes. All data entered and/or stored on Division technology resources is the property of the Division and is subject to Division review at any time. Students shall have no expectation of privacy in relation to any use of or storage of data on Division technology resources. Students must respect the privacy and security of others. Unauthorized access to or use of another person's account or data is strictly prohibited. Students are expected to demonstrate good digital citizenship by using technology ethically and responsibly, which includes respecting intellectual property rights and avoiding plagiarism. Any breach of this Responsible Use Agreement may result in suspension of access privileges at the discretion of the principal or the Division. Students using Division resources agree to comply with these guidelines and understand that violations may result in disciplinary action up to and including expulsion. Access to potentially questionable material for academic research requires prior written approval from a teacher or principal.
Use of Third-Party Applications	Students understand and agree that as foundational element of the provision of educational services and extracurricular activities to students, the Division may utilize software, web-based applications and other Division approved information resources ("third party applications"). In some instances, third party applications may store data on devices not owned by the Division. Students may be required to enter data as part of their use of these third-party applications. This data may be subject to access by third parties unrelated to the Division and who operate under materially different privacy laws than were they to be operating in Alberta. As a result, students must not have any expectation of privacy or confidentiality in relation to any data entered as part of their use of any third-party application.



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	Students agree to promptly report any suspected or actual data breach, unauthorized access, or misuse of Personal Identifiable Information (PII) or sensitive data. Please refer to AP180 for more information regarding PII or suspected privacy breaches.
Personally Owned Devices	All personally owned devices connecting to any Division network must have up-to-date virus protection software. Devices found to be infected with a virus or other malicious code will be disconnected from the Division network until deemed safe by the Technology Services Department. All personally owned devices should also be password protected to protect against unauthorized access to Division Information Resources. • Special care shall be taken to protect information stored on laptops or any personally owned devices and in protecting such devices from theft. • Student owned devices in class may only be used with teacher permission in accordance with the school's conduct policy. • Students are responsible for servicing their own devices as required. Edmonton Catholic Schools will only support the connection to the network and its related services. • The Division is not responsible for the loss, theft, or damage of a student-owned device. • Division personnel may access student personal devices if there are reasonable grounds to believe that there has been a breach of school rules or policies and that a search of the device would reveal evidence of that breach. This may include but is not limited to audio and video recordings; photographs taken on school property that violated the privacy of others or is related to bullying. Students shall not use smart glasses or body-worn cameras in any capacity. The covert or unauthorized recording, monitoring, or surveillance of students, staff, parents, volunteers, or Division activities is prohibited.
Electronic Communication	The Division provides all students with email, messaging, and videoconferencing tools. All students shall use only their Division email addresses when communicating with staff. All emails, messaging and stored data associated with such applications are the property of the Division and are subject to Division review at any time. Students shall have no expectation of privacy in relation to any emails, messaging, or videoconferencing tools. Edmonton Catholic Schools may offer online learning opportunities through digital platforms. Depending on the program, students may participate in virtual meetings, video conferences, online discussions, or other electronic communications with teachers and school staff. Students must use these tools in accordance with this Responsible Use Agreement and must not record, distribute, or share online meetings or communications without authorization. Examples of prohibited activities in relation to a student's use of electronic communication tools include:

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Confidential or Protected Information	"Confidential information" means information that is not a matter of common knowledge, is not readily available to those outside of the Division, or the unauthorized use or disclosure of which could cause damage to the Division, a staff member, a parent, a student or any other individual. It includes but is not limited to personal information regarding students, parents or staff. Students shall make every effort to connect to secure networks when working with confidential information. This information shall not be sent or forwarded through non-Division email accounts provided by other Internet Service Providers. Students shall not disclose confidential information to any party independent of the Division unless required to do so by law. The Division cannot guarantee that all student-created data (including files, messages, emails, and similar content) is backed up or can be fully restored in the event of data loss. Backup processes may not occur at a frequency that ensures complete recovery. Unless students are explicitly advised that their data is backed up in a manner that meets their needs, students are responsible for making every effort to back up their own data.
Use of Artificial Intelligence	In addition to the obligations set forth in this Agreement, students must ensure that their use of Artificial Intelligence is used for the purposes of supporting learning, and must comply with the following conditions: • Any AI tools must be Division approved, • The AI tools must be used in accordance with teacher instructions • Students must demonstrate good digital citizenship by staying informed, engaged, and vigilant while using AI tools. Students must use AI tools only in ways that respect themselves, others, their communities, and other cultures. • Students must exhibit academic integrity by being transparent in their use of AI tools, responsible and accountable for the content generated with AI tools including by citing sources and never presenting AI-generated content as their own. • Student use of AI must reflect a positive and respectful Catholic identity while utilizing AI by affirming human dignity, honesty and care for creation. Students must never use AI tools to harass, defame, or abuse others.
Internet Use & Social Media	When students access the internet, they shall only access appropriate websites and content as directed by teachers or as required for assignments. Students shall not: • Attempt to bypass security filters or network restrictions set by the Division.

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	- Engage in illegal activities such as downloading or sharing copyrighted material (e.g., music, videos, software). - Participate in cyberbullying or harassment through school systems or personal devices while on school property or during school-related activities. The Division does not allow student use of social media on Division networks. Please reference Administrative Procedures 146 and 145 for additional details. In accordance with Alberta's Ministerial Order on the Restriction of Mobile Device Use in Schools, any personal social media activity, including comments, posts, or shares, shall be conducted in a manner that does not represent or imply an official position of the Division. Statements made on personal accounts are the sole responsibility of the individual and do not reflect the views, policies, or positions of the Division. Students should avoid using language that may suggest they are speaking on behalf of Division unless they have the prior written authorization of the Division to do so. Personal social media content must not contain confidential information, and students must adhere to all applicable Division administrative procedures, including those related to confidentiality, privacy, and appropriate conduct.
Passwords & Security	Students should practice essential security measures by ensuring that: - Student account passwords, any personal identification numbers (PIN), security token, or any other similar information or device used for identification and authorization purposes must not be shared. Each student is responsible for all activities conducted using their account(s). - Users should not circumvent password entry using auto logon, application "remember password" features, embedded scripts or hard-coded passwords in client software. Students should also not attempt to exploit or reveal vulnerabilities within the Division's security posture including but not limited to: - Utilizing security programs or utilities that reveal or exploit weaknesses in the security of a system or that reveal data by circumventing established authorization procedures and systems must not be downloaded and/or used. For example, the use of password cracking programs, packet sniffers, or port scanners on Division networks is not permitted. - Users must report any identified weaknesses in Edmonton Catholic School Division computer security and any incidents of possible misuse or violation of this agreement to a teacher or Principal. - Where technically feasible, all laptops or other personal digital devices should be secured with a password-protected screensaver for personal protection.
User Acknowledgement	I acknowledge that I have received and read the Edmonton Catholic School Division Information Resources Responsible Use Agreement. I understand that I must comply with the agreement when accessing and using information resources and my failure to comply with the agreement may result in appropriate disciplinary action and/or action by law enforcement authorities.