



Electronics Acceptable Use Policy

Westgate School is responsible for ensuring that all students have access to school-owned technology as part of their academic learning. There is no expectation that students bring their own electronic devices to school. If they choose to do so, and have their parents' permission, students may bring electronic devices to school. Students may use devices such as laptops, tablets, iTouches, iPods and smart phones to support and personalize student learning only at their teacher's invitation and discretion and only during class time.

The purpose of this Acceptable Use Policy is to ensure that all electronic devices at the school are used responsibly and appropriately and that all users understand this expectation.

All users of the digital networks at Westgate School must be familiar with this policy and understand that there are consequences that will be put into place for inappropriate use. This policy complements Calgary Board of Education Administrative Regulation 1062 - Acceptable Use of Electronic Information Resources.

Westgate School is equipped with a Local Area Wireless Network (LAWN) which is composed of three levels of access:

School Technology Devices requiring Network Access - Students will access these devices using their student ID Number and Password. This gives the student access to a variety of software and their school network account, where their digital school projects and digital work are stored. Students also have access to a secured filtered internet.

Student Owned Electronic Devices - Students will be able to use their own electronic devices and access the LAWN Network using a security code. They will have access to their own personal data files and a secure filtered internet. Students will not have access to their student account network. They will be able to access CBE student email, online locker, D2L and e-portfolios.

Guest Electronic Devices: Visitors to Westgate School will be able to use their own electronic devices and access the LAWN Network using a code. They will have access to their own personal data files as well as a filtered internet service.

Responsible Use of Electronic Information Resources

Using Devices

1. Use of electronic devices at Westgate School is a privilege. Misuse of electronic devices and or the LAWN network will result in temporary/permanent removal/loss of this privilege. Parents/Guardians will be involved in this decision.
2. Electronic devices are only to be used under the active and direct supervision of teachers and staff members.
3. It is highly recommended student electronic devices be labeled with name and classroom number.

Student Behaviour Expectations Online

4. All students will use acceptable on-line behavior as instructed in the classroom. Students will protect their personal safety at all times while using the internet.
5. Students will not use electronic devices/networks at school to post or circulate personal information about themselves or other people. Personal information could include names, phone numbers, addresses, and photographs. Students will protect their personal information at all times while using the internet.
6. Students will agree not to meet with anyone they have met on the internet without Parent/Guardian/Teacher permission and presence.
7. Students will not use electronic resources to harm or attempt to harm another person. Students will use appropriate language in electronic communication. Cyber-bullying will not be tolerated.
8. Students will not use electronic devices to access rude, violent, illegal, adult-oriented or otherwise inappropriate material.
9. Students will not knowingly access websites or use exploits that allow them to evade the internet filtering technology.
10. Students will not damage or attempt to damage electronic information systems such as computers, data or networks.

Personal Accountability for LAWN Access

11. If a student receives any messages which are inappropriate or that make them feel uncomfortable, they will immediately inform their teacher.



12. Students will use only their own accounts.

13. Students will keep their passwords safe and private. They will change their password if another student knows their password.

Audit and Access

All electronic information resources at Westgate School are subject to monitoring and search by Westgate School staff when there are reasonable grounds to suspect misuse and abuse.

Limitation of Liability

Westgate School does not accept any responsibility for loss or damage of any student's personal electronic devices. The student is responsible for ensuring that their personal electronic devices are treated with care and stored safely.

Breach of Regulation

Any violation of this Acceptable Use Policy, or the principles or expectations set out in it, may result in:

- a. loss of access privileges
- b. student disciplinary measures
- c. legal action, including actions taken by the Calgary Board of Education.

