CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

2755 Highway 43, Kemptville, Ontario K0G 1J0
phone: 613-258-7757 toll free: 1-800-443-4562
www.cdsbeo.on.ca

Catholic Secondary School Student Responsible Use Agreement

Using your device is a privilege, and any privilege comes with responsibility. Here are the Catholic District School Board of Eastern Ontario expectations for using your personal devices at school or anytime you are using school-provided devices.

"Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer everyone." – Colossians 4:6

Digital citizenship/discipleship

I am responsible for modeling positive digital citizenship. I will treat people with dignity and kindness when using technology and interacting online.

- I will use my device only when a teacher asks me during class.
- I will put away my devices when instructed by a teacher and manage my time online responsibly.
- If my teacher asks me not to have my device in my learning space, I will do what I am asked.
- I will be honest and ethical in all digital communications.
- I will be kind and avoid making threats or insulting, gossiping or teasing others with cruelty while I am online or using a computer. I will value human dignity.
- I will give credit to authors or sources when using information or ideas that are not my own. I know that failure to properly cite my sources of information is called plagiarism and is a form of academic dishonesty.
- I understand that things I post may be seen by others at school and at home, and that things that are posted on the internet can be seen by anyone in the world.
- I will not share personal information (either my own or another student's), including where I live, details about family or friends (including names), my age, birthday, home address or telephone number on the internet.
- I will consider whom I am communicating with and think about how they might interpret my words. I will distinguish between intention and impact.
- I will give constructive criticism and provide comments in ways that help others feel supported.
- I will use respectful and appropriate language without swearing, name-calling or causing others to feel uncomfortable due to their gender, race, appearance, behaviour or beliefs. I will bring curiosity into the conversation.
- I will fact-check information before I share it digitally.
- I will not impersonate others or try to trick people into thinking something I wrote was done by someone else.

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Learning and curiosity
I understand that school technology and networks are primarily provided to help support my learning and curiosity.

- I will use technology to learn new things and to seek a greater perspective.
- I will use technology to complete school activities or assignments.
- I will use my device to check information to verify that it is accurate.
- I will give credit to the creators of any content I use that is not my own.
- Use AI tools ethically, understanding their limitations, and disclosing when AI has been used in my work.

Personal responsibility and safety
I know that school computers and internet communication tools must be used properly and responsibly.

- If I find content that is not appropriate on the internet, I will notify a teacher or a trusted adult, especially if I reached the inappropriate material while completing an assignment.
- I will take care of the computer and all technology equipment at the school. I may be responsible to pay for the repair or replacement of equipment that was damaged while in my care.
- I will respect the district network security measures and only download apps or content I have permission to access.
- I will only log in to the computer or network with my own username and password.
- I acknowledge that personal technology can cause distractions that may interfere with my learning. I will respect the wishes of my teachers and school administration when I am asked to not have personal devices in my learning space.

I understand that using any school technology, networks or personal devices at school is a privilege I must earn through responsible use; but we all make mistakes. When I do something with my device that is not in line with this agreement, I will let a trusted adult know and ask them to help me make it right. If I cannot consistently keep my part of this agreement, I understand that privileges may be removed for a time and that I may face additional consequences.

Student signature: _____

Parent signature: _____

Date: _____