



HOME USE OF BORROWED DIGITAL EQUIPMENT

In receiving the equipment in this package, students/learners are agreeing to take responsibility for its safe keeping. All issued equipment forms a set of physical assets that Grand Erie has a responsibility to protect, maintain, and manage as a shared public resource.

By receiving and accepting this equipment students/learners:

- accept that this device is the property of the Grand Erie District School Board and is on loan to students, for the purposes of distance learning, during this period of school closure and agree to return the equipment in good repair to the Grand Erie District School Board **by June 18, 2021, based on a mutually agreeable time worked out between home and school;**
- understand that if they exit the program prior to June 18, 2021, they agree to return the equipment in good repair **within one week of leaving the program, based on a mutually agreeable time worked out between home and school;**
- will be held responsible for the device that has been assigned to the student and are expected to report any damage, theft or loss of the device to the school administrator;
- accept that the Grand Erie District School Board reserves the right to seek reimbursement for damages/loss not covered by warranty, except in extenuating circumstances. All device repairs must be completed through the Grand Erie District School Board
- understand that the Grand Erie District School Board has limited ability to undertake repairs or inspections while equipment is off school property and in the home. No repairs should be attempted by non-Board personnel;
- agree that they will not install any non-Board software or tamper with any protective software;
- accept that the device is an educational tool and is to be used for online instructions, assignments and studying from home only;
- agree to indemnify and hold harmless the Grand Erie District School Board, for any liability related to equipment use.

Program Name	
Student Name	

Device Type (s) and Serial #(s):	
Signature of Student _____	Print Name _____
_____	_____
Date _____	



Please review the following content summarized from the Grand Erie District School Board's Policy SO27 Acceptable Use of Technology that pertains to student use of the assigned technology.

Policy Statement:

The Grand Erie District School Board believes that every user of Information Technology resources has a responsibility to follow all related policies and take all reasonable measures and precautions to assist in ensuring the safe, secure, ethical and appropriate use of Information Technology resources at all times.

Students should understand that use of Grand Erie Information Technology resources and services is a privilege. They are required to use these resources and services solely for educational purposes and comply with the directives contained in this Policy. Students are expected to treat these resources with respect. Students will review The Student Acceptable Use of Computers and the Internet Agreement (Appendix A).

Information Technology Services Staff: ITS staff are responsible for providing and maintaining a secure, safe, and productive Information Technology environment, and to enforce this Policy SO27. This may include, but is not limited to, the activities defined below:

Email: All email and Internet communications sent and received by users are the property of the Grand Erie District School Board. Information Technology Services staff will not proactively inspect the contents of a user's email or other personal electronic data unless:

- directed by the user; or
- required by law; or
- required by the Policies of the Grand Erie District School Board; or
- at the direction of Senior Administration in order to investigate complaints regarding email which was intentionally sent or solicited, and is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material.

Data: Data stored within GEDSB Information Technology resources may be randomly scanned in order to expose instances of unauthorized software and/or data which must be reported to the site's Supervisor and/or deleted.

Information Technology Services staff may, from time to time, carry out activities which fall under the Unacceptable Activities defined in this Policy. These activities are to be undertaken by staff ONLY at the direction of Management in order to monitor and enforce this Policy, and in these specific cases will not be treated as violations.

Information Technology Services staff have privileged access to information and they are expected to report violations of this procedure to their supervisor. In some cases, as required by law, staff may be expected to contact law enforcement agencies.

Information Technology Services staff are strictly forbidden to share or communicate confidential information they come into contact with during their day to day activities. Any violation of this directive will be treated as a violation of this Policy SO27.



Student Acceptable Use of Computers and the Internet Agreement

Background

Technology Resources, which include software, hardware, the internet and other components, are an important ingredient to each student’s education at our school.

Each student has the privilege of using the Technology Resources and must use them in an acceptable way.

Acceptable Use

As a general rule, students must use Technology Resources, including personal devices, in ways consistent with Provincial and Federal laws as well as consistent with the policies of the School and the School Board.

PROTECT

- I will not post information online that will put myself or others at risk.
- I will report any online attacks or inappropriate behaviour directed at myself or others.
- I will protect myself, my passwords and my resources.
- I will protect others by not forwarding inappropriate communications or materials.
- I will refrain from pirating or distributing digital resources that aren’t free or don’t belong to me.
- I will verify the accuracy of online information.

RESPECT

- I will give thoughtful consideration as to what personal information about my life, experiences and relationships I post.
- I will respect myself and others through my online actions and responses.
- I will not use electronic media to insult, bully, harass or stalk other people.
- I will not visit sites that are inappropriate.
- I will request permission to use online resources when necessary and cite all references to websites, books, media, etc.
- I will respect all equipment and all resources available to me.

Use of technology is governed by all relevant federal and provincial laws, and GEDSB policies and procedures (e.g. Copyright Act, Education Act, Acceptable Use Policy, codes of conduct and Progressive Discipline). Activities that are in contradiction of this Policy will be reported to the appropriate level of supervision or management based on the user involved. In addition, the Board may report, or be required to report, suspected violations of the law to law enforcement and will cooperate with all local, national and international law enforcement agencies. The Board is not responsible for steps taken by these agencies in the investigation and prosecution of public law.

Program Name	
Student Name	

This is to confirm that I have read the Student Acceptable Use of Computers and the Internet Agreement and will abide by the rules and procedures as outlined.	
Signature of Student	Print Name
Date	

* The signed copies of The Student Acceptable use of Computers and Internet Agreement will reside in a binder in the school office for the duration of the school year and then will be securely shredded in June.

Related Policy, Procedures and Resources:

- SO9 Cyberbullying
 - SO11 Progressive Discipline and Promotion of Positive Student Behaviour
 - SO12 Code of Conduct
 - SO19 Privacy and Information Management
- Grand Erie District School Board Code of Digital Citizenship (Appendix B)

CODE OF DIGITAL



Grand Erie District School Board
CODE OF DIGITAL CITIZENSHIP
"Protect and Respect"
Responsible Actions in a Digital World

PROTECT

- I will not post information online that will put myself or others at risk.
- I will report any online attacks or inappropriate behaviour directed at myself or others.
- I will protect myself, my passwords and my resources.
- I will protect others by not forwarding inappropriate communications or materials.
- I will refrain from pirating or distributing digital resources that aren't free or don't belong to me.
- I will verify the accuracy of online information.

RESPECT

- I will give thoughtful consideration as to what personal information about my life, experiences and relationships I post.
- I will respect myself and others through my online actions and responses.
- I will not use electronic media to insult, bully, harass or stalk other people.
- I will not visit sites that are inappropriate.
- I will request permission to use online resources when necessary and cite all references to websites, books, media, etc.
- I will respect all equipment and all resources available to me.

CITIZENSHIP