



## APPROPRIATE USE AGREEMENT for STUDENTS and GUARDIANS

As a student of Evergreen Catholic Separate School Division, I value having access to technology to support my learning. I know that along with this privilege comes great responsibility. To demonstrate my commitment and understanding of the level of responsibility that is required, I have read each of the expectations and guidelines listed below. I will abide by the rules and expectations laid out for technology use.

<b>General</b>	<ul style="list-style-type: none"> <li>• Users will use Division resources to access educationally relevant materials consistent with the Division's educational goals</li> <li>• Users will use Division resources for legal purposes only</li> <li>• Users will not access inappropriate material</li> <li>• Users will not use Division resources for personal or commercial gain</li> <li>• Users will not use Division resources access internet gambling sites</li> <li>• To ensure compliance with applicable laws and Division policies, all user activity may be subject to logging and review</li> </ul>
<b>Harassment and Bullying</b>	<ul style="list-style-type: none"> <li>• Users will not use Division resources to bully or harass any person</li> </ul>
<b>Copyright</b>	<ul style="list-style-type: none"> <li>• Users will respect the copyright on all material accessed through the Internet</li> </ul>
<b>Network and Personal Security</b>	<ul style="list-style-type: none"> <li>• Users must not reveal personal information about themselves or others over the Internet, such as your name, phone number or address.</li> <li>• Personally Identifiable Information stored on servers outside of Evergreen Catholic Schools may be stored in servers located in other countries (ex. United States for Google Workspace)</li> <li>• No passwords may be given out to anyone including teachers</li> <li>• One user account credential is provided per user and is for the exclusive use of the employee or student it is provided to.</li> <li>• If a user feels they can identify a security problem or vulnerability in the computer system, they agree to notify a staff member immediately</li> <li>• Evergreen Catholic Schools <b>does not guarantee</b> the privacy of email or any other data stored on external services such as Office 365 or Google Workspace</li> <li>• Users will not vandalize any Division resources or try to breach security</li> <li>• Users will not download games or attempt to install any software on Division resources, unless specifically allowed for a school project</li> <li>• Users may not waste, monopolize or disrupt Division resources.</li> </ul>
<b>Cloud Service Access</b>	<ul style="list-style-type: none"> <li>• Users are supplied with account credentials that allow single sign on to access Office 365 and Google Workspace and select associated learning applications</li> <li>• Misuse of technology may result in suspension of account access</li> </ul>
<b>Personally Owned Devices</b>	<ul style="list-style-type: none"> <li>• Student owned devices in class may only be used with teacher permission</li> <li>• Students are responsible to service their own devices as required. Evergreen Catholic Schools will only support connecting to the network and related services</li> <li>• The Division is not responsible for the loss, theft or damage of a student owned device</li> </ul>

### User Acknowledgement

As a guardian of a student, a student or a staff member of Evergreen Catholic Schools I agree to comply with the rules outlined above and in Evergreen Catholic Separate School Division Administrative Procedure(s) [140](#), [140-1](#) and [140-2](#).

Parent/Guardian Signature (if not signed electronically):

Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_