



## APPROPRIATE USE OF TECHNOLOGY AGREEMENT COMMUNITY MEMBERS

(References: OCDSB Policy P.100.IT *Appropriate Use of Technology* and  
Procedure PR.622.IT *Appropriate Use of Technology*)

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The Ottawa-Carleton District School Board (OCDSB) recognizes the benefits that technology can bring to support student learning, staff development, communication with stakeholders, and other administrative and operational activities aligned with the core business functions of the OCDSB.

The OCDSB supports and encourages responsible use of technology through the following nine principles of Digital Citizenship: Digital Access, Digital Commerce, Digital Communication, Digital Literacy, Digital Etiquette, Digital Law, Digital Rights and Responsibilities, Digital Health and Wellness, and Digital Security. Users who are given access to the District's technology, its electronic devices, or who use their own technology or personal electronic devices in the District's learning or work environment, whether connected to the District or non-District networks, are required to know and abide by the Policy P.100.IT *Appropriate Use of Technology* in order to ensure that all technology is being used in a safe, legal, and responsible manner.

**Technology** refers to electronic content, data, communication, and equipment.

I Agree That:	Community Member's Initials
I understand that the sharing of personal information without consent is wrong and can have consequences both in school and outside of school. Personal information includes: name, telephone number, address, passwords, images or videos.	
I agree that I will not use the OCDSB's system to share personal information without consent.	
I will access only my personal files and acknowledge that accessing the files of others or the OCDSB network is not appropriate.	
I will not harass, insult, or attack others. Appropriate language must be used over the network at all times.	
I will not use technology for transmitting or viewing any material in violation of legislation, regulations, OCDSB policy or procedure including copyrighted, threatening, or obscene material. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.	
I will not download or use programs that are not approved for instructional use such as videos, games or music.	
I will not interfere or vandalize the equipment, which is defined as any attempt to harm or destroy equipment, data, and / or the operating system or applications.	
I understand that my use of technology can be monitored and logged by the OCDSB.	

I Agree That:	Community Member's Initials
I understand the security, care and maintenance of my personal device is my responsibility. I will securely store my device when not in use.	
I agree to follow the principles of Digital Citizenship, Community of Character, School Board Code of Conduct, OCDSB Policy P.100.IT and Procedure PR.622.IT.	
I understand that if I choose not to follow these rules sanctions will be applied.	

I acknowledge and agree to follow these rules.

<p><b>Community Member Permission</b>  I agree to use the technology resources of the Ottawa-Carleton District School Board and/or to use my personally owned devices in accordance with legislation, OCDSB policies and procedures.</p> <p>Community Member's Name _____</p> <p>Signature_____ Date_____</p>
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