



Westwood Junior High School

Acceptable use of technology policy



BYOD – Bring Your Own Device

Westwood Junior High School is committed to providing students with a 21st century learning environment. As part of this educational plan, BYOD gives students the opportunity to use technology easily within the classroom.

It is intended for legitimate educational applications guided by teachers in different subject areas. Students are expected to conduct themselves responsibly and respectfully with the technology. As with any educational plan, our success lies in collaboration and a strong partnership with parents, staff, and students.

There is no specific requirement for a particular laptop as the Google platform that is being used provides all of the tools needed, chromebooks are recommended.

Students will be responsible for their own devices. Therefore, we strongly recommend the following:

- A durable case to avoid damage as the device is moved from one classroom to another.
- Passwords and/or locking codes should not be shared with peers.
- Device should be brought to school fully charged.
- Personal devices may be used in the library.
- The student should not use the device on the school bus.
- It is not recommended that students use their device in the cafeteria, hallway or outside.
- Students should not share their personal device with other students.

THEFT, LOSS OR DAMAGE

It is the responsibility of the student to ensure the safety and security of their device.

INTERNET ACCESS

Access to the Internet is provided in the school via a secure wireless school board network. Parents and students must review and accept the terms and conditions of the Technology Permission Form of the LBPSB Appropriate Use of Digital Communications and Technologies Policy.

http://www.lbpsb.qc.ca/content/policies/POLICY_2_11_Appropriate_Use_of_Digital_Communications_and_Technologies_2011july6.pdf

GOOGLE APPS FOR EDUCATION

The Lester B. Pearson School Board uses Google Apps For Education (GAFE) for students and staff members:

- It provides students with access to current technology applications and free tools designed for collaboration with other students and teachers.
- It gives students and staff members the ability to work on their documents both in school and at home - anytime and anywhere from any Internet connected device.
- It helps students and staff members work collaboratively, engage in peer-editing of documents, and publish for a wider audience within the Lester B. Pearson School board.

Please refer to the following documents for more information:

GAFE Information document:

<https://sso.lbpsb.qc.ca/GoogleFrm/GAFEInformationDocument.pdf>

GAFE Permission Form:

<https://sso.lbpsb.qc.ca/docs/GAFEParentPermissionForm-2015.pdf>

ACCEPTABLE USE GUIDELINES

- The Westwood High School Junior Campus Code of Conduct in the Westwood Student Agenda and the LBPSB Appropriate Use of Digital Communications and Technologies Policy apply to all.
- Teachers are in charge of their classrooms and will decide if, when and how students should be using their devices during class time.
- Recording audio, video, or photographic images without a student's or teacher's permission is not allowed in any area of the school.
- Distribution of audio, video, or photographic images without a person's permission is unacceptable and will lead to serious consequences.
- Parents should monitor the use of the device for responsible, appropriate and legal behavior.
- Students, staff members and parents are responsible for reporting the misuse of technology to school administration.
- Teachers and school administrators may monitor user activity on the laptops.

Failure to follow the guidelines and rules stated in this acceptable use policy document could result in disciplinary measures including, but not limited to:

- The device being confiscated.
- The device being searched.
- Temporary suspension of personal device in school.
- Removal of GAFE access and Wi-Fi access.
- Referral to our Community Police Officer for intervention.