

Safe Use of Technology



Letter to Parents/Guardians

NLSS provides technology to support learning, research, and career preparation. Along with a school-assigned Google email account, students also have access to a wide variety of technology including a chromebook to borrow for the duration of the year. Students also have access to the Internet on school property through school-assigned wireless devices. Students are encouraged to use the Internet at school for communication, research, and online coursework.

Northern Lights Secondary School uses internet-filtering software that works to block sites that include violence, sexually explicit material, and intolerant, racist sites and material. However, no software is able to block all inappropriate sites and therefore teaching students to be critical of what they view online is an important part of their education. We seek to educate students in digital citizenship, showing respect, and promoting academic use of our technology. Staff members will supervise student use of the internet and provide guidance for safely using our technology and networks.

Use of technology and school-assigned accounts are governed by school and board regulations outlined in our School Code of Conduct as well as federal (e.g. Copyright Act, Freedom of Information Act, Protection of Privacy Act, the Criminal Code, etc.), and provincial (e.g. Education Act, Child and Family Services Act, Safe Schools Act, Human Rights Code, etc.) laws and regulations. The responsibility lies with the user to follow expectations, laws and regulations to allow for a safe and educational space.

Cyberbullying, as defined by the RCMP, “involves the use of communication technologies such as the Internet, social networking sites, websites, email, text messaging and instant messaging to repeatedly intimidate or harass others.” NLSS has zero-tolerance for cyberbullying. Students are encouraged to report cyberbullying to parents/guardians, NLSS staff, and the OPP if necessary.

At NLSS, we look forward to all students enjoying the safe use of school technology and accounts to promote their educational growth, learning, and development.

NLSS Administration

School-assigned devices

All students will be assigned a chromebook for their use during the 2023-2024 school year. Students must bring their device to school each day for use in their classes. They are encouraged to use it at home for any homework assignments and course support.

Some important reminders:

- Bring your chromebook every day - you will use it in your classes.
- Be sure to charge your device at home, but you may bring a charging cord to school if needed.
- Do not get your device wet or leave out in extreme cold
- Transport chromebook in your backpack: do not drop or handle roughly.
- If lost or damaged, you are responsible for this chromebook
- Report any damage to the office as soon as possible
- **Hand in chromebook and charger at the end of the school year**

Digital Citizenship

Digital citizenship is how we interact with and respond to the virtual world. Technology has allowed students to express themselves in new ways that even a few years ago did not exist. It is important that students are able to acquire new knowledge, skills and social behaviours to ensure technology tools are used in responsible and ethical ways.

“In a world that is constantly changing, Ontario students will be better prepared to adapt, achieve and excel, regardless of the challenges they face”. (Achieving Excellence: A Renewed Vision for Education in Ontario, 2014).

The four realms of digital citizenship are:

	A digital citizen is one who...
Critical Thinking & Information Literacy	<ul style="list-style-type: none"> ● Uses effective strategies to search for information ● Uses credible online resources ● Evaluates and reflects critically on information/resources/sites ● Applies an inquiry model to gather, use and evaluate information in order to build knowledge
Creation & Credit	<ul style="list-style-type: none"> ● Respects intellectual property of others ● Uses digital resources responsibly and adheres to user agreements ● Understands and gives credence to the consequences of unauthorised distribution ● Utilises appropriate licensing options for personal creations
Presence & Communication	<ul style="list-style-type: none"> ● Communicates appropriately according to the audience ● Contributes positively to the local and global communities ● Identifies and responds appropriately to online issues ● Develops a positive reputation and digital footprint
Health & Protection	<ul style="list-style-type: none"> ● Implements precautions for online security ● Protects the privacy of self and others ● Balances offline and online activities ● Uses devices with attention to physical and mental health

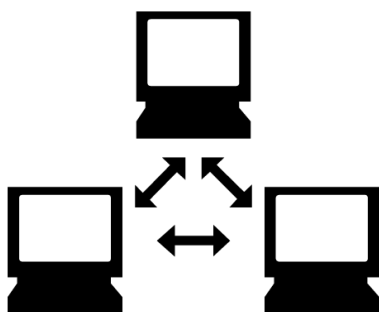
Adapted from OSAPAC: Digital Citizenship

Student Privacy

Students are given a username and password which they are required to use for NLSS technology. Any sharing of personal information, including login details, may place student privacy at risk. As well, personal images, student names, and other pieces of information should not be placed online without the consent of the individual. We provide a safe online environment for student use, but students should understand that anything posted online could potentially be viewed by the larger public. Therefore, students should do what they can to keep their information safe.



Network Access



Students are provided with a username and password which they can use to access school devices. There is no need for students to have access to the wireless network as all devices are preconfigured with access settings. As well, NLSS uses a content filtering application that ensures students are accessing safe sites on the Internet. Students who are attempting to access the wireless network or circumvent the content filter are putting themselves and the school at risk to potentially harmful attacks.

Student Safety

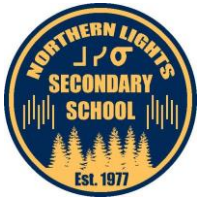
Students should be aware that when using their nlss.me accounts NLSS reserves the right to read, access, and monitor email communication or device usage in the event a situation occurs involving student safety that is in violation of school code of conduct, the Education Act or Criminal Code of Canada.



Student Responsibility



Students should be aware of the Safe Technology Use Agreement and understand that the agreement is created to allow for safe access to information and communication technology for education purposes. Any violation of the agreement can lead to suspension or loss of technology privileges.



Safe Technology Use Agreement

Northern Lights Secondary School is pleased to distribute a school-assigned chromebook to students as well as access to the internet at school. All technology is provided for educational purposes, not for public access. Please review the agreement with your parent / guardian.

Expectations

All students using devices and digital technologies and our internet service are expected to use this resource for educational purposes only. Student use of networked educational technologies should always reflect academic honesty and moral responsibility, in line with the NLSS Code of Conduct, our school's stance on digital citizenship and Traditions of Respect, Diligence, Excellence and Teamwork.

Expectations and Acceptable Use:

- I will use technology as instructed by school staff;
- I will ONLY access safe sites that are related to what I am learning in class;
- I will communicate with others by showing honesty, respect;
- I will demonstrate respect and appropriate behaviour when using videoconferencing applications related to online classes and coursework;
- I will treat devices with respect and not cause intentional damage;
- I will let a staff member know if a device is broken or not operational;
- I will respect my fellow learners by not disrupting their technology use or learning;

Consequences

If it has been determined that a user has improperly used educational technologies in the school in any manner, the user can expect disciplinary actions which may include but are not limited to the following.

- disciplinary action by school administration.
- access to such equipment may be immediately suspended.
- additional disciplinary action may take place as outlined in the NLSS Board policy.

Please sign and return.

Safe Technology Use Agreement

Student

I have read the information contained in the Educational Technologies Usage Agreement (on reverse) and understand my responsibilities for acceptable use and agree to comply with them. I also understand the consequences for failing to abide by this agreement.

Name of Student (Print)

Signature of Student

Date

Parent or Guardian (Required for students under 18 years of age)

I have read the information contained in the Safe Technology Use Agreement and understand my child's responsibilities for acceptable use and the consequences for unacceptable use.

Name of Parent / Guardian (Print)

Signature of Parent / Guardian

Date
