

DIGITAL CITIZENSHIP AGREEMENT

The College has invested a significant amount of monetary and other resources in information technology infrastructure to further the pedagogical and other aims of the College. This document outlines some of the issues and responsibilities which you as a user must be aware of, and accept, in your use of these facilities. Each of us is personally responsible for ensuring these investments are protected and shared at all times.

Individual Privileges

1. Access. You will be provided with access to the internet and to appropriate areas of the local network/intranet. Incidental personal use of these resources is acceptable as long as it does not interfere with use of our facilities for their intended purpose.

2. Training and Support. Appropriate instruction in the use of the school network, workstations, and software will be made available to you. Limited support will be provided to enable you to use these personal resources on the school network, although final responsibility and maintenance of your computer rests solely with you.

3. Data Storage. You may store data files on approved SharePoint, One Drive and Google cloud services. We encourage the responsible use of space on the cloud services and the removal/archiving of older material. Personal files should not be stored on the College's cloud services and files should not be stored on the local hard drives of College computers as the files are not backed up and a hardware failure will result in loss of files. After graduation or completion of studies, students have one year to copy your files from Pearson cloud services to your own personal cloud services as they will be deleted from Pearson cloud services.

4. Use of Printers. You will be allowed a quota of 300 pages per year to be printed on school facilities. Please use these wisely.

Individual Responsibilities

I understand that:

1. At all times my use of digital devices is expected to be in line with the values of the College. This agreement is simply meant to serve as a clarification of how those values apply when using digital devices.
2. This agreement covers the use of all digital devices on the College grounds, irrespective of ownership.

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

650 Pearson College Drive, Victoria, BC, Canada, V9C 4H7

P: +1 250 391 2411 E: info@pearsoncollege.ca www.pearsoncollege.ca

Located on the unceded territory of the Sc'ianew (Beecher Bay) First Nation

3. This agreement applies to all my actions with College provided digital devices or systems, whether on College grounds or not.
4. My actions in online environments or carried out via digital communication channels are no different from my face to face actions and behaviours in the non-digital world; and as such they are governed by exactly the same set of expectations and norms.
5. My actions with these devices are also governed by the laws of Canada, and potentially other countries, and any use that breaks applicable laws may be subject to legal action in addition to any College sanctions.
6. During structured College time my use of these devices will be solely for the purpose of enhancing my learning and the learning of my fellow students.
7. Any actions with these devices that distract me or detract from my learning or the learning of those around me during structured College time is unacceptable. These actions might include but are not restricted to: browsing websites not connected to the lesson, checking or updating social networking sites, checking for or sending messages and playing games.
8. During structured College time I will ensure my digital devices are ready to be used for learning. This includes ensuring devices are adequately charged and have sufficient disk space for schoolwork.
9. I will seek a suitable balance in my use of digital tools and offline time in order to maintain a healthy lifestyle.
10. Whilst in College, but outside of College structured times, I will minimize my use of digital devices in order to promote a healthy balance in my lifestyle. Any use of digital devices in College by me will have an educational focus. My usage should never impinge on other people, create a nuisance or disrupt the workings of the College in any way.
11. My use of these digital devices in College is always at the discretion of staff members. College staff are always the final arbiters of what constitutes acceptable use and I will stop any usage when requested by a staff member. Different situations may require different rules of use and I will need to adapt as necessary.
12. I will use the College network in a responsible manner and will never try and subvert or hinder the network. I understand that my use of the network should never impinge on or hinder other people's usage. Improper use includes, but is not limited to, downloading files not connected to College work, trying to by-pass security measures, attempting to interfere with other devices on the network or trying to introduce malicious programs or malware into the network.

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13. I have a responsibility to keep my network credentials secure and never to share my password with another person. Equally, I have a responsibility to keep other people secure and I will always inform another person if I become aware of their password by whatever means.

14. I have a responsibility to keep myself safe online and to protect my personal details and the details of others. As part of this process, I will actively manage my privacy settings in online communities and be careful of what information I share in electronic communications.

15. I have a responsibility to carry the various devices and other educational materials I need carefully and responsibly. This includes taking precautions against breakage as well as carrying heavy loads safely. I will never leave my laptop unattended, even on campus.

16. I have a responsibility to back-up the contents of my devices on a regular basis and to create habits of working that will protect my data in the event of hardware failure or loss.

17. I will ensure that the digital contents of the devices I bring to College will be obtained legally and will not violate normal standards of what constitutes acceptable for my age. Unacceptable materials include pornography, racially insulting or insensitive material or profanity. College staff are always the final arbiters of what constitutes acceptable materials. Where one could reasonably expect disagreement on what might be acceptable, I will seek guidance from College staff before bringing those materials into the College or putting them on College devices or systems.

18. I will always respect other members of the community and I will not use digital communications to make offensive remarks or to otherwise denigrate other people. I will not falsely represent myself or others. I will not distribute or post videos, images or messages from or of other people without their permission. Even with relevant permission, I will never post or distribute messages or other media that is likely to cause offense or bring myself, other people or the College into disrepute.

19. Whilst governing my own actions, I will also not be a bystander when I witness others being inappropriate or unsafe in their digital interactions. Where such actions could bring harm to the individual, cause harm to others or damage the reputation of the College I will inform appropriate adults to ensure that it does not continue.

20. The College may ask to see the contents of any device brought onto College grounds when there are reasonable grounds to suspect that the device has been used in a manner contrary to College policies. Such a request will only be made by the Head, a Dean or other senior staff member and the grounds will be explained to me when the request is made. I understand that if I refuse the examination of a device owned by me that such a

refusal will allow the College to draw its own conclusions about the contents of the device and to take actions based on those conclusions. I understand that I cannot refuse such a request for devices owned by the College and I further agree that the personal laptop I am using in lieu of a College issued laptop may also be examined by College staff at their discretion in-line with the above.

21. I understand that all College systems are monitored and that my files and records of my actions in College systems may be accessed and searched.

22. Although the College does employ web filtering and other tools to directly regulate the use of the Internet and the network, there are many unacceptable actions that are possible. It is therefore the spirit of this agreement and other College policies that determines inappropriate use, not what it is possible to do.

23. If I breach this agreement then I will be subject to various sanctions as determined by the general College policy on discipline.

24. I understand that the College reserves the right to change accessibility to technology or internet to positively promote sleep.

Examples of Prohibited Uses

The following are considered inappropriate, and may result in consequences, as outlined in this policy. You are expected to use your own judgment, as the following are representative examples only and do not comprise a comprehensive list of unacceptable uses:

- Impersonation of another user, individual, or organization for any reason (this includes misrepresenting your ability to speak for the College).
- Allowing access to the Authorized User's account to anyone other than the authorized user, this includes the user's account, password, email, etc.
- The Authorized User will be held accountable for any unauthorized activities conducted on the account.
- Unauthorized viewing of or access to a file, directory, database, server, computer system or network to which the user does not have authorized permission to use or access.
- Unauthorized attempted or actual destruction or alteration of data or information.
- Attempt in any way to access or interfere with another user's account, computer, or any other Information Technology resource, this includes spamming (sending large volumes of email to a specific user, flooding a link with extraneous information, etc.) and virus propagation.

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- Interfering with the College network through activities with malicious intent or for personal gain, this includes the use of high gain antennas, WiFi signal repeaters, or wireless routers.
- Bypassing the authorized web filters that the College has installed.
- Installing or downloading ANY software or reconfiguration of a College computer without prior permission from the Systems Administrator.
- Sending or replicating chain letters, virus "alerts", or participating in pyramid schemes or using the College computing facilities for any commercial purpose whatsoever.
- Using the College's computing facilities or WiFi in any capacity to cheat or assist others to cheat on exams.
- View or transmit information which could be perceived by the recipient(s) as being harassment, as defined by the Respectful Community Policy and its related policies.
- Using any Peer-to-Peer (P2P) file transfer software.
- Using the system for commercial or for-profit activities.

Please sign to indicate that you have read and understood the policy.

Student's Signature

Parent/Guardian's Signature

Student's Full Name

Parent/Guardian's Full Name

Date

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