



## Abbotsford Traditional Middle School

### **BYOD: Technology Code of Conduct & Expectations**



The ATMS 1-1 laptop BYOD program is the best in the school district. ATMS students have the opportunity to experience learning in the digital world. As a result, there are certain expectations we place upon our student and parents with regard to the proper use of technology. It is the responsibility of parents to ensure that Grade 6 – 8 students come to school with a chromebook computer that is purchased by the family. Please contact the school office for details on where to buy a chromebook or in the event of financial hardship cases.

#### **Student Computer Usage Agreement:**

##### **Care:**

- a. Leave your computer in your locker when not being used as it is your responsibility if it is lost or taken.
- b. Label & personalize your device as computers look similar. Your name, or a sticker are options.
- c. Be gentle with your device. Use a sleeve or secured backpack and avoid situations where you may drop your computer. Do not carry your computer by the display (screen).

##### **DO:**

- a. Follow the 3 R's (respect yourself, respect others, and respect the environment).
- b. Be a digital citizen and adhere to digital law and avoid plagiarism and copyright infringement.
- c. Cite sources & attribute material to its proper owner when conducting research.
- d. Use your laptop as a tool for educational purposes only.
- e. Abide by all school rules and expectations.
- f. Report violations to teachers, school staff, or administration.

##### **Expectations:**

- a) You may **only log into or use your student "Learn34" account** when at school.
- b) Ensure your laptop is **100% charged** to start each day.
- c) Keep your username and passwords private.
- d) Mute your device sound at all times unless your teacher gives you permission otherwise.
- e) Headphones may only be used with teacher permission.
- f) Printing at school is discouraged as paperless options exist such as Google Apps for Education, email, etc...Students cannot print at school from a personal device.
- g) Games are only to be played as part of instruction and by teacher request (ex. Math games, Kahoot!, coding, etc...)
- h) Protect yourself from online social sites. Do not post anything inappropriate as it leaves a digital footprint that may cause trouble in the future. Only post to social media what you wouldn't mind your parents reading.
- i) Engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices. This is a district requirement as well.
- j) Manage personal data to maintain digital privacy and security and be aware of data-collection used to track navigation online.
- k) Misuse of internet, cell phones, electronic devices, & computers may be subject to discipline (or if applicable, confiscation of personal property) if the technology use negatively impacts the school environment.
- l) Students should not use their laptops before school, during nutrition break, or after school unless supervised by an adult. *The library is available for homework until 3pm.*

### **Student Responsibilities:**

- a. Any music, video, image, or text files stored or viewed on the computer must be language and content suitable for a school setting.
- b. To prevent distraction, no online “chat-like” activity including ‘google hangouts’ is allowed while on school property unless teacher directed.
- c. Recording images of any individual without consent or using another student account or email is strictly prohibited.
- d. Computer & internet use services are monitored. All content viewed on or stored on your computer may be examined. Deleted materials are still accessible.

### **Parent Reminders:**

- 1) Keep the computer in a public space like the kitchen or living room. Do NOT allow your child to keep the computer behind closed doors.
- 2) Do NOT allow your child to use wifi and keep devices in their rooms all night (this includes computers, game consoles, ipods, and ipads). The potential to negatively impact sleeping patterns and involve oneself in inappropriate behavior is too great.
- 3) The computer belongs to you, so does the internet. Feel free to take either away at any time. Teachers can always give assignments in written form if required.
- 4) Shutting down the computer and storing it when homework is done is a reasonable expectation.
- 5) Other internet browsing should be done on a separate computer visible to parents to help reinforce the concept of laptops being for educational use only.

### **Consequences for Non-Compliance:**

Depending on the severity of the infraction, students should expect the following consequences if they break the rules:

- 1) **Your teacher will take away your laptop** for the class and document the infraction.
  - a. Review of expectations, written assignment, and/ or loss of privileges.
- 2) **Your teacher may refer you to the office after 3 infractions** and your laptop could be taken away for the whole day or kept safely overnight for a period of time.
  - a. Teachers will document infractions & notify parents of misuse.
  - b. Administrators may choose to keep your device until a parent comes in to pick it up.
- 3) In cases of cyberbullying or other cases of computer misuse, **students might be given a warning, in school suspension, or out of school suspension** based on the **ATMS Code of Conduct & SD34 Guidelines**.
  - Parents may be contacted in order to develop a plan for the return of the computer and develop a plan moving forward.
  - Extreme cases of cyberbullying & computer misuse will be referred to the Abbotsford Police Department.

