

Aspen View Public School Division

Acceptable Use of Technology Agreement

For Staff Members, Student Teachers, Substitutes and Volunteers

Aspen View Public School Division encourages the responsible use of technology devices and contemporary digital tools in our schools to assist with instruction and learning. Therefore, all staff within Aspen View Public School Division are eligible for Aspen View network services. These technology devices, digital tools and services include hardware, internet electronic mail (email) and/or digital collaboration access to cloud-based services for documents and other educational activities. As appropriate, staff may be provided access to other business or educational services.

A detailed Aspen View Technology Code of Conduct clearly articulates the responsibilities of all members and stakeholders within Aspen View Public School Division. Staff members and substitute teachers need to provide informed consent before access is provided to the Aspen View network services.

Access to digital services are provided primarily through access to Windows-based and cloud-based services with a provided login to the Microsoft Windows servers and Google-based services that connect to the Internet. Many teachers will also choose to utilize other educational digital resources and activities designed to meet educational goals. Access to these services are also governed by the Aspen View Code of Conduct for Staff.

Teachers are responsible for ensuring students are adequately prepared and informed before they utilize hardware, online tools and digital learning environments through specific instruction and reminders around Digital Citizenship practices. This should be reviewed each year as students move from grade to grade in order to emphasize responsible hardware use and responsible online behavior. Despite Canada's Anti-Spam Law and Aspen View's best technical efforts to block offensive, inappropriate, suggestive, or otherwise obnoxious email (SPAM), staff may still have the potential to receive these at times. Through our district approach to proactively providing access to Digital Citizenship professional development, staff are also cautioned to be thoughtful before providing any personal information over the Internet through email or other social communications from home or from school-based technologies.

To obtain an account within the Aspen View network services, the Aspen View Code of Conduct and related school or division policies around acceptable behaviours needs to be reviewed and understood by each staff member or substitute teacher. The following signed application is required as part of this agreement and remains in effect during present and future employment with the Aspen View Public School Division.

Aspen View Staff Member / Student Teachers / Substitute / Volunteer
Code of Conduct Agreement

Staff / Student Teachers / Substitute / Volunteer Name: _____

Current School or Department (if applicable): _____

If not a staff member, please indicate how you will use Aspen View credentials:

Please read carefully.

I understand that this is an application for access credentials for Aspen View's network services. This may include access to district provided hardware, an email account, cloud-based Google account and Windows Server account. Other access, where appropriate will be provided to digital services such as PowerSchool as well as other potential digital services based on my designation during my time of employment.

I understand that my username and password credentials must be kept secure at all times. If at any time my credentials are compromised or there is a suspicion of compromise, I understand that I will notify my immediate principal, supervisor or the Director of Curriculum & Technology to have new credentials issued to me.

I have read and understand the Aspen View Code of Conduct as it applies to me. I understand that my digital access will be suspended or removed if I do not follow the Aspen View Code of Conduct. I understand my responsibilities as a digital citizen in ensuring that I act responsibly when using hardware and digital resources provided from Aspen View Public School Division. I agree to abide by the terms of the Aspen View Code of Conduct and I agree to follow the guidelines and associated Aspen View administrative procedures and policies referenced within the Aspen View Code of Conduct.

Staff / Student Teacher / Substitute / Volunteer Signature: _____

Please select a **code word** that you will be required to tell the technology department staff member in order to get your password. _____

Phone number for the tech dept to contact you: _____

Date: _____

Questions can be directed to your immediate supervisor, school principal or Director of Curriculum and Technology. If you are an employee, substitute or volunteer in an assigned school, this form should be returned to that school or department where it will be stored in your DocuShare personnel file; if you are not assigned to a school or department, please return the form to the Director of Curriculum and Technology. Once signed this agreement is in effect until the Director of Curriculum and Technology is notified to remove it or until the staff member or substitute is no longer employed by Aspen View Public Schools.