

This Document is an excerpt from the LHA Code of Conduct

ACCEPTABLE USE Policy @ LHA

Setting the Stage for 21st Century Learning

Students live in a multimedia world, where they constantly connect and collaborate, and access information that is live and on-demand through mobile devices. Today's education system is evolving to take full advantage of the potential of mobile technology devices to inspire learning and create independent, critical thinkers. However, unchecked, these devices can also perpetuate unhealthy habits if allowed to be used freely throughout the day.

Educational-Social Impact

- LaurenHill Academy (LHA) strongly believes in the educational value of electronic devices; it recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation and communication.
- We believe that there is a value to technology and the information technology network as an educational resource.
- We encourage the use of technology as a means to learn and collaborate in the 21st century. We are committed to prepare our students for success in achieving their goals in the competitive global digital market.

Mental Health Impact

- LaurenHill acknowledges that digital devices, like any tool, can be used inappropriately or obsessively if the user is not taught best practices.
- Notifications, social media, instant access to phone call and the plethora of services a digital device provides can create a distracting and unhealthy environment for student learning.
- We encourage our staff to model digital device use as an educational tool and a tempered social media outlet for connectivity, such as Google Classroom.
- Our students are encouraged to embrace in person learning and be present without their digital device demanding their attention consistently throughout the day. We hope this framework will encourage LHA students to be more present with our communities' social interactions on-site.

ESMB WIFI-Services, "ESMB-Public"

- The EMSB is pleased to offer our students, staff, and guests' access to computer technology, including access to the Internet for educational purposes.
- The EMSB-Public network is meant primarily to provide Internet access to students.
- Students must sign in using their provided username and password.
- Guests may receive a temporary username and password from the main office.
- As a user of this service, your child will be expected to abide by LaurenHill Academy's rules of network etiquette (see separate document)

Security and Damages

- The responsibility of keeping the device secure rests with the individual owner. LaurenHill Academy is not liable for any device stolen or damaged.
- EMSB/LHA is not responsible for any loss or damage to users' data or storage devices, neither for any other problems incurred as a result of using its Information and Communication Technology (ICT) System.
- Protective cases for personal devices are encouraged.

Device(s) Definition

- "Electronic" devices are any modern battery powered tool that contains a microprocessor or digital controller. Examples: smart watches, laptops, smartphones, handheld gaming devices, etc.

Electronic Device Student Agreement

All students must adhere to the Electronic Device Student Agreement stated hereunder and to the English Montreal School Board's policies, particularly the sections on Internet Acceptable Use and Internet Safety.

A) Student Responsibility

1. Students must place their devices in their lockers and abstain from using them between the first bell (8:14am M-T-Th-F or 9:24am Wed) and the last bell (3:06pm)
- If devices are required for an in-class activity:
 - Junior campus: a staff member will escort their class to the lockers to retrieve and return the devices.
 - Senior campus: students will be permitted to retrieve their personal device prior to or at the beginning of the period. Students will return devices to their lockers at the end of the period.
 - If a teacher has planned for an in-class activity that requires the usage of personal devices, students must only access the files on the device or Internet sites which are relevant to the classroom curriculum.
2. Devices are only allowed during lunch time so long as students are adhering to the school's code of conduct as well as the EMSB's Acceptable Use policies.
 - a. Other than at lunch time, cell phone possession will bring about a forfeiture of the device to the office.
 - b. Students must comply with a staff member's request to shut down the device, close the screen or hand over the device when asked.
 - c. Games, social media and other unsupervised/unrestricted apps are only permitted during lunch.
3. Devices cannot be used for non-instructional purposes. Making personal phone calls, text/instant messaging and social media during class time, passing time and at recess is *prohibited*.
4. Devices must be in silent mode, at all times, while on school grounds.
5. Students shall inform staff members right away if they come across any information that is inappropriate or makes them feel uncomfortable.
6. Printing from personal devices will not be possible at school.
7. The student is not permitted to wear earphones or headphones at all times except during lunch time.
8. The device cannot be used during assessment, unless otherwise directed by the teacher.
9. The device is charged prior to bringing it to school and runs off its own battery while at school – no usage of electrical outlets at school is permitted by students.

Consequences if the Cell Phone Policy is Not Upheld

- o First 3 infractions = the device will be confiscated and sent to the appropriate office staff member until the end of day and a detention will ensue.
- o 4th infraction = the device will be confiscated and sent to the appropriate office staff member until the end of day and a detention will ensue. *Only a parent or guardian may pick up the device from the office.*
- o 5th infraction: Full day suspension at home and parent phone call or meeting will ensue.
- o 6th infraction: The student must bring their device to the office every morning and leave it until their departure from school that day for the duration of 1 week.
- o Further infractions will result in a parental meeting with the administration to discuss supplementary measures.

B) Parental Considerations

1. In case of emergency, parents/guardians can reach their child by calling the main office.
2. The owner is responsible for the repair of any malfunctioning/damaged devices. LHA will not supply technical services for the student-owned devices.
3. The student and parents/guardians take full responsibility for their own device. The school is not responsible for the security or damage of any device.

C) User Agreement

1. The student will not post personal contact information about themselves or any other people without consent of parents, teachers and any other people involved (photo, address, telephone number, parents' work addresses or telephone numbers, credit card etc...).
2. The student will not give out their password to anyone other than LHA Staff.
3. Each student is responsible for the activity associated with their account.
4. The student must access the Internet through their own EMSB account.
5. The student understands that access to the internet is provided by the EMSB and, as such, the EMSB has the legal right to monitor usage of the service, therefore, be aware that anyone can read messages sent via the EMSB network.
6. The student understands that infecting the network with a virus, Trojan, or programs designed to damage, alter, destroy, or provide access to unauthorized data or information is a violation and will result in disciplinary actions.
7. The student is prohibited from using EMSB Internet access to operate a business, conduct an external job search, solicit money for personal gain, campaign for political causes or candidates, or promote or solicit funds for religious or other personal causes.
8. Devices may not be used to record, transmit or post photographic images or videos of a person, or persons during school activities and/or hours for non-instructional purposes.
9. The school board and the school have the right to check the student's device at any time to ensure that the rules of conduct and the agreement are being followed.

D) Enforcement

Inappropriate use will be investigated and result in disciplinary measures. The EMSB shall act discreetly and in a confidential manner in conducting such investigations.

- Investigations that uncover inappropriate use may result in the EMSB:
 - o Canceling or limiting access to the network or ICT systems;
 - o Disclosing information found during the investigation to EMSB authorities, or law enforcement agencies;
 - o Taking disciplinary measures, including suspension or relocation, depending on the degree and severity of the violation.

DIGITAL CITIZENSHIP INFORMATION FOR PARENTS @ LHA

Digital citizenship is defined as a set of skills necessary to the confident, critical, and creative use of digital technologies to achieve objectives with regard to learning.

LaurenHill Academy believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. Modeling what appropriate and responsible use looks like is an imperative aspect of digital citizenship when using technology.

Acquiring competency in digital citizenship allows for individuals to become increasingly autonomous in their use of digital technologies in educational or professional contexts as well as in everyday life, so that they are able, for example, to select the best digital tools to perform a particular task.

Digital competency should also ensure that individuals are able to adapt to technological innovations in years to come, including advances in artificial intelligence—to assess these new technologies critically and to adopt and implement any they may deem to be useful.

Finally, digital competency is closely tied to professional development for all 21st-century workers: everyone entering the workforce in the near future needs to be able to use available digital resources—such as communities of practice and online training or tutorials—in order to keep their professional skills up to date.

The ultimate goal is to foster the development of digital competency throughout the educational community so that our students may be autonomous and exercise critical judgment in their use of digital technologies.

<https://emsbrecit.ca/digital-competency-framework/>

In order to allow students to gain high levels of digital citizenship competency, we offer workshops pertaining to all aspects of appropriate and effective use of technology.

As a parent/guardian, you are an integral part of the digital citizenship development of your child. Please review the description of a LaurenHill digital citizenship guide with your child and view the recommended parent links included in this section.

Experienced Digital Citizens:

- Use critical thinking as they participate in positive educational, cultural, and economic activities using technology
 - Are literate in the language, symbols, and texts of digital technologies
 - Use technology to relate to others in positive, meaningful ways

- Maintain honesty and integrity while using technology
- Respect the concepts of privacy and freedom of speech in a digital world

Pillars of Digital Citizenship at LaurenHill Academy

1. Respect and Protect Yourself
2. Respect and Protect Others
3. Respect and Protect Intellectual Property

Links for Parents

a. Childnet <http://www.childnet.com/parents-and-carers>

Childnet strives to take a balanced approach, making sure to promote the positive opportunities, as well as responding to the risks and equipping young people to deal with them.

b. Digizen <http://www.digizen.org/parents/>

Digizen provides information to parents to strengthen their awareness and understanding of what digital citizenship is. It shares specific advice and resources on issues such as social networking and cyberbullying.

c. Common Sense Media <http://www.commonsensemedia.org/blog>

Blog on digital citizenship issue, written by parents, for parents.

“Digital citizenship isn’t just about recognizing and dealing with online hazards. It’s about building safe spaces and communities, understanding how to manage personal information, and about being internet savvy- using your online presence to grow and shape your world in a safe, creative way and inspiring others to do the same”

www.digizen.org