

## CAPE Network Resources Acceptable Use Protocol for Students

The CAPE Charter Public School provides technology resources that support learning for students. “Network Resources” refers to all resources on CAPE’s network. This includes, but is not limited to, internet access, e-mail, accounts, installed software, personal file storage and hardware attached to the network. CAPE expects students to exercise appropriate personal responsibility in their use of these resources at school and at home. CAPE expects the cooperation of parents for the responsible use of these resources both at home and at school.

Responsible use of CAPE technology resources is ethical, respectful, academically honest and supportive of the school’s mission and values. CAPE expects students to avoid computer/device activities which interfere in any way with the learning process. Some activities are expressly prohibited by law; others are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as CAPE cannot possibly outline every possible form of student behaviour with technology. CAPE requires students to use technology in accordance with the general expectations for student behaviour as outlined in various CAPE policies and student code of conduct. Violations of any portion of this signed agreement may result in disciplinary action, ranging from loss of privileges to suspension, and/or legal action. CAPE will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through the CAPE network or using CAPE technologies. CAPE reserves the right to apply disciplinary consequences for technology related activities conducted off site if such activities adversely affects the safety or well-being of students or other members of our community, or constitutes behaviour that reflects poorly on CAPE school.

As a student at CAPE, I value having the opportunity to use technology within and outside of the CAPE school facility and grounds.

1. I will use CAPE technology with care and respect.
2. I will obey the school rules such as no running or horseplay, no food or drink, to physically protect computers, laptops, iPads, printers and scanners.
3. I understand that using a computer and having technology access is a privilege. I understand that the privilege may be revoked if I fail to fulfill my responsibility as a user of this technology.
4. I will use technology owned by CAPE for educational purposes within the guidelines established by administration and the teacher.
5. I understand that I continuously represent CAPE whenever and wherever I use online communications (both at school and at home). This includes, but is not limited to e-mail, chat, instant-messaging, texting, gaming and social network sites.
6. I understand that online communications can be forwarded, copied, or traced and can last forever on the internet.
7. I will not download or install any software, music, movies, or any other material on any CAPE device.
8. I will not reveal any personal information such as my full name, age, address, or phone number, or those of anyone else at CAPE.
9. I will accept responsibility for web pages and any other material I access, download, view, and/or produce, and know they should be appropriate for school use at all times. I will respect the rules placed upon what I may or may not access, download or produce.
10. I will not search for, or download any material which is offensive, lewd or pornographic. (Offensive material is pro-violence, profane, hateful, discriminatory, or anti-social). An exception to this policy is granted for teacher assigned research projects.
11. I understand that CAPE uses a content filter on its internet access, yet I know it is possible that I may encounter inappropriate material. If this occurs, I will immediately close the window on the screen that depicts this material and inform my teachers and parents.

12. I will be responsible for my security access (login and password). I will not tell other students my password or leave a workstation where I am logged in. I will change my password frequently. I will not share any password or access codes with anyone except my teachers or parents when requested. I will also not use the account of another student or teacher.
13. I understand that any CAPE school computer or device that I use logs my activity and that this information may be monitored and viewed by my teachers or administration.
14. I understand that my actions using a computer/device and accessing internet reflect on me, my class and the school. I will conduct myself with integrity and exercise good judgement. I will respect myself and others. In the event that I am utilizing a personal device such as a smart phone while on CAPE grounds or on CAPE's network, I understand that while personal software and preferences will be present on my device, I will still abide by the protocol for Acceptable Use of Technology.
15. I will not use CAPE technology to degrade, defame or bully others.
16. I will not assume any fictitious or anonymous identity in any activity that uses CAPE technology resources or refers to CAPE school.
17. I will obtain permission of the individual(s) involved and a school teacher or administrator before photographing, videoing, publishing, sending or displaying information about someone else.
18. I will obtain permission from individual(s) when sharing commonly created electronic data.
19. I will not forward information, images and videos or communications without permission of the teacher or administration.
20. I will not use my CAPE e-mail account to send out mass e-mails (spam) or to forward chain letters, joke collections, or other objectionable materials.
21. I will respect Canadian copyright laws.
22. I understand the importance of correct citation and will use it accordingly.
23. I will only download, save or install either full or portions of any software, music, movies, images, in accordance with Canadian copyright laws.
24. I will report abuse of CAPE resources to a teacher or administration.
25. I will report security or network problems to a teacher or administration.
26. I agree not to meet in person anyone whom I've met online. Responsibility for any meeting rests solely with my parents who are advised they should accompany their child to such a meeting.
27. I will tell my teacher or administration or other adult at the school if I receive a message that makes me feel uncomfortable, angry, ashamed or afraid.

**Acknowledgement:**

Parent/Guardian: I have discussed this with my child and we agree to the conditions of the CAPE Network Resources Acceptable Use Protocol for Students.

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date