**Guidelines and Procedures**

Parents/Legal Guardians of Rocky View Schools (RVS) at times have the opportunity to access divisional Information Technology (IT) Resources (software, hardware, network, and Internet). This agreement shall be agreed to annually. RVS reserves the right to access, audit, monitor, suspend and/or deny the use of all supplied IT Resources, without prior notice to the user, to maintain the integrity of the system and to ensure responsible use; inappropriate use may result in disciplinary action.

**Responsible Use**

* I will follow all administrative procedures regarding responsible use of IT Resources.
* I will take full responsibility for, and respectfully use, all IT Resources available to me.
* I will take responsibility for my actions when viewing and posting information and images online; I will not distribute inappropriate content.
* I will treat others with respect and use appropriate language and images when communicating with others.
* I will abide by copyright laws and use correct citation of my information sources.
* I will use IT equipment, bandwidth, and file space responsibly.

**Safe Use**

* + I will keep my personal information secure.
  + I understand the division uses a web filter to safeguard against inappropriate content, but that it may not always be possible to block inappropriate content.

**Appropriate Use**

* + I will obtain permission of the individual(s) involved before photographing, videoing, publishing, sending, or displaying their information online.
  + I will obtain permission from individual(s) when sharing commonly created electronic data.
  + I will use IT resources and equipment in a positive manner so as to not disturb system performance and/or breach security standards.
  + I will not attempt to circumvent system security or gain unauthorized access to any local or network resources.
  + I will not use any IT resources for mass emailing, promotions/solicitation, product advertising, personal profit, or private business.
  + I will not download, save, or install either full or portions of any music, movies, and images in accordance with RVS’ standards and copyright laws.

**Reliability**

* + I understand IT resources may be unavailable at times due to extenuating circumstances.
  + I understand Network Administrators may be authorized to review files and communications to maintain integrity of the system and to ensure responsible use.

**RVS TECHNOLOGY RESPONSIBLE USE ACKNOWLEDGEMENT**

**Parents/Legal Guardians**

I understand and accept responsibility for complying with AP140 - Responsible Use of Technology and RVS’ Terms of Service (ToS) when assisting in an RVS school or program.

I realize that violation of these provisions may result in loss of use of network privileges, as well as possible disciplinary actions. This may include, but is not limited to, revocation or suspension of network privileges, and/or appropriate legal action.

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| --- |
| **RVS Parent/Legal Guardian Name***:* |

|  |  |
| --- | --- |
| **Parent/Legal Guardian Signature:** | **Date:** |

*Reference:*

* AP140 Responsible Use of Technology
* AP185 - Records Management
* AF144-A Consent for Public Use of Student Images/Work
* [RVS Privacy Policy](https://www.rockyview.ab.ca/privacy_policy)
* [RVS Terms of Service](https://www.rockyview.ab.ca/terms_of_service)