



# RESPONSIBLE USE OF TECHNOLOGY & ELECTRONIC DATA ACCESS Students Grades 4 to 8 Consent

## ACCESSIBILITY:

To request this file in large print, please email [aoda@wcdsb.ca](mailto:aoda@wcdsb.ca) or call (519) 578-3660.

**Note:** If there are any questions, please do not hesitate to contact the school principal before signing.

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_

I am applying for access to the Internet and agree to the following guidelines:

1. I will use the computer and the Internet for schoolwork only. This includes research, projects and work assigned by my teacher.
2. I will conduct myself in online environments responsibly, ethically and in a dignified manner. Before posting comments, I will **THINK**: Is it **T**True, **H**urtful, **I**llegal, **N**ecessary or **K**ind?
3. I will respect the work of other people. I will not present the work of others as my own. I will not change someone else's work without their permission.
4. Passwords are confidential. I will respect the right of others to keep their passwords confidential.
5. I will respect security that has been placed on the computers. I will immediately report any gaps in security to my teacher.
6. The School has the right to review, edit or remove any material stored on school computer/network systems. I will explain my activities to a teacher or supervisor while on the Internet if asked.
7. If, by mistake, I go to a site that is inappropriate or makes me feel uncomfortable, I will report it to my teacher right away.
8. I agree to give up my computer privileges if I fail to follow the guidelines listed above.
9. In an effort to support our student's safety and mental well-being, and in the context of prioritizing safe schools, we are committed to maintaining a level of oversight within our schools' online communities. The Student Aware program monitors online traffic through accounts linked to Waterloo Catholic District School Board (WCDSB) network, filtering high risk searches into the following categories: suicide, cyber bullying, malware, violence, exploitation, abuse or other dangerous online activity. The Student Aware Coordinator follows up with Administrators to support student and school safety.

## CONSENT

Student access for students under the age of 18 years of age requires that a parent/guardian read and sign the following:

☐ I understand and agree to all the statements in this document.

\_\_\_\_\_  
Signature of Parent/Guardian (handwritten or typed)

\_\_\_\_\_  
Date (yyyy-mm-dd)

### Notice of Collection

Information on this form is collected pursuant to s. 28(2) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and s.265(1)(d) of the Education Act. Information on this form will be used to administer school-based use of digital tools and resources, accounts, online activity, and third-party apps. Questions about the use of the form should be directed to the school Principal. Questions about the collection, use, or disclosure of personal information on the form should be directed to the Privacy Officer at [privacy@wcdsb.ca](mailto:privacy@wcdsb.ca), or 519-580-3297, or 35 Weber St. W., Unit A, Kitchener, ON, N2H 3Z1.

**Completed by:** Parent/Guardian of Student in Gr. 4 OR Parent/Guardian of New Student in Gr. 4-8 (inclusive)

**Distribution:** Parent/Guardian → Principal

**Retention:** Main Office (until Grade 8 Graduation)