



Dear Parents/Guardians,

At Brookes Westshore, we strive to use our environment as a tool and a canvas for learning and action. As part of this mission, we believe in using technology in a responsible and safe manner.

We understand that technology has the potential to be used as a powerful learning tool, and we also understand the inherent risks of inappropriate use of technology.

### **Acceptable Use of Technology Agreement – 2020 - 2021**

#### **Part 1 – Personal & School Provided Devices**

1. Students from grades 9-12 are required to bring an internet connected laptop to the school as part of their personal materials to be used for class assignments and to access the school information systems such as ManageBac. *(A laptop with an Intel i5 processor running Windows 10 or a Mac running Mac OS 10.14 or newer is strongly recommended)*
2. To ensure fair and equitable access to hardware and software for grades 6 to 8, the school will loan laptops to students at the beginning of the year. They are to be used for all classes according to the teacher's planning and authorization. The student is responsible for the device including damages and losses as outlined in the student laptop loan agreement.
3. Using a personal device for grades 6-8 instead of a school supplied computer must be approved by faculty and is not guaranteed. All other personal digital devices are to remain in cubbies or backpack during the day.
4. Students in grades 4-5 will have access to laptops as required in the classroom. These will not be taken home.
5. Brookes Westshore is not responsible for the damage or loss of a personal device at the school.

#### **Part 2 – Services Provided**

1. An internet connection available from morning to evening. Brookes Westshore will not be responsible for internet content which originates outside of the school. Our best effort will be made to filter content deemed inappropriate.
2. Microsoft Office 365 Suite & Outlook Email Account for students.
3. Access to ManageBac for students and parents.
4. BC Digital Classroom courses (various products) as per teacher's lesson plan.
5. Limited support to ensure all students have internet and school resource access.
6. Appropriate instruction in the use of school network, workstations and software.

### Part 3 - Use of Devices & Services

1. Grade 4-8: Cell phones/tablets are prohibited during the school day. Students must leave phones/tablets in their backpack.
2. Grade 9-10: Cell phones are to be turned off and kept in backpack during the school day and not used in class unless teacher provides direct instructions for their use.
3. Use of cell phones, tablets, laptops and headphones are prohibited in the dining hall / front lobby during lunch time or breaks. Students may use personal electronics after daily dismissal.
4. Personal electronics being used against these rules or if use is deemed unacceptable, they will be collected, and students can pick them up at the front desk as leave for the day.
5. Students must not defame or otherwise bring into disrepute the school using social media or other online means at school or otherwise. This includes social media posts, review websites, etc.
6. Use of websites or apps that include inappropriate content and/or display information containing nudity, pornography, obscene language, violence or reference to violence, drugs, prejudice or discrimination of any form are forbidden.
7. Students will not photograph, record or post any image related to the school environment, students, or staff on any social media or other internet site without permission from all parties involved as well as authorized permission from the school.
8. Any audio or visual recording that is taken on school property will become property of Brookes Westshore.

Disciplinary action for breaking these rules can range from a loss of privilege(s) to expulsion depending on severity, repeat offences, or any other violation(s) of Brookes Westshore acceptable use of technology.

### Part 4 – Informed Consent

1. Student and parent personal information will be stored in several different databases from our School Information System and Learning Management System outlined in the table below. This information includes but is not limited to first and last name, address, nationality, phone number and email address.
2. Student information will be used throughout the year to facilitate the use of third-party educational web-apps when required as part of our curriculum delivery. This information includes but is not limited to, first and last name, grade level, school email address and browsing habits. In some cases, targeted advertising may also be delivered to student. New apps/programs may be added throughout the year, which will be communicated and authorized by the parent before being put into use.  
If you do not want your child to participate in lessons involving these third-party apps, alternative arrangements can be made upon teachers' discretion.
3. It is understood that there are risks associated with personal information stored digitally. Some examples include data breach, company acquisition with change of policies or an employee breaking policy.

4. Faculty, school employees and information systems staff are provided access to information systems relevant to their job.
5. The student internet connection is monitored, and inappropriate content is filtered, through a Dell Sonicwall network appliance. Although best practices are put into place to ensure a safe network, Brookes is not responsible for content that originate outside our network.
6. Brookes provides no guarantees for the privacy of files or data stored on our or on 3<sup>rd</sup> party information systems. System administrators will not examine the contents of personal documents without the individual's knowledge, except in system emergencies or under unusual circumstances such as breach of policy.

#### **School Programs/Apps That Require Personal Data Used - 2020-21 School Year**

*Note: Information type may not be accurate and is used as a broad reference.*

- Full: First name, last name, address, nationality, school email, personal email, more.
- Basic: First name, last name, school email, usage tracking

<b>App Name</b>	<b>Information Type</b>	<b>More Info</b>	<b>Applicable To</b>	<b>Data Location</b>	<b>Purpose</b>
ManageBac	Full	<a href="https://www.managebac.com">https://www.managebac.com</a>	Students & Parents/Guardians	Canada	Academic Management, Report Cards
iSAMS	Full	<a href="https://www.isams.com/">https://www.isams.com/</a>	Students & Parents/Guardians	UK	School Database, Medical, Finance
Microsoft 365	Basic & File Storage	<a href="https://www.microsoft.com/en-IN/education/products/office">https://www.microsoft.com/en-IN/education/products/office</a>	Students	Canada	Email, file storage, remote learning
BC Digital Classroom (Multiple Products)	Basic	<a href="https://bcerac.ca/agreements/bc-digital-classroom-new/">https://bcerac.ca/agreements/bc-digital-classroom-new/</a> (various products)	Students	Various	Curriculum delivery, resources
FlipGrid	Basic	<a href="https://info.flipgrid.com/">https://info.flipgrid.com/</a>	Students	United States	Curriculum delivery
Campaign Monitor	Basic	<a href="https://www.campaignmonitor.com/">https://www.campaignmonitor.com/</a>	Parents	United States	Communication
Reach	Full	<a href="https://reachboarding.com/">https://reachboarding.com/</a>	Students & Parents	Canada	Boarding Students Management
SeeSaw	Basic	<a href="https://web.seesaw.me/">https://web.seesaw.me/</a>	Students & Parents	United States	Grade 4/5 Academic Management
Quizlet	Basic	<a href="https://quizlet.com/">https://quizlet.com/</a>	Students	United States	Curriculum delivery
Harvard Business Publishing	Basic	<a href="https://hbsp.harvard.edu/home/">https://hbsp.harvard.edu/home/</a>	Students	USA, EEA, Etc.	Curriculum delivery (Grade 11/12)

For more information, our privacy policy is available upon request.

**I, the parent/guardian understand and agree, and have reviewed this with my child.**

Student Name:

Student Grade:

Parent Name:

Parent Signature:

Date Signed: