

NO ACTION IS NECESSARY IF  
YOU ARE NOT 'OPTING OUT'.

## INSTRUCTIONAL TECHNOLOGY USE FORM KINDERGARTEN TO GRADE 12



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### Instructional Technology Use Form For Students in Kindergarten to Grade 12

We are pleased to provide students of River East Transcona School Division access to computer network and equipment. Unless otherwise indicated, access to the computer network and equipment will be granted to all students.

(1) **Safeguards**

Access to instructional technology services will enable students to engage opportunities to digitally create, collaborate and problem solve as well as explore thousands of libraries, databases and digital resources while communicating with users throughout the world.

It is the shared responsibility of the student, parent and school staff to ensure that access to instructional technology services provided by the school system is appropriate.

***The River East Transcona School Division uses an Internet filtering system to minimize access to inappropriate websites.*** Some material accessible via instructional technology might contain items that are potentially offensive to some people, inaccurate, defamatory or illegal. While we do everything we can to prevent such access, it is not possible to *guarantee* that students will not accidentally or purposely find inappropriate material. We believe that the benefits to students from access to instructional technology, in the form of information resources and opportunities for digital creation, communication and collaboration, exceed any disadvantages. Ultimately, parents/ guardians of minors are responsible for setting and conveying the digital citizenship standards that their children should follow when using media and information sources. To that end, River East Transcona School Division supports and respects each family's decision not to approve access to computer information technology.

(2) **Division Instructional Technology**

Students are responsible for their behaviour on school instructional technology tools. Communications on the network can be public in nature. General school rules for behaviour and communications apply as does the divisional Code of Conduct.

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Access to instructional technology will enable students to engage in opportunities to digitally create, collaborate and problem solve as well as explore thousands of libraries, databases and other digital resources while communicating with users throughout the world.

Access to instructional technology is given to students to act in a considerate and digitally responsible manner. Access entails responsibility.

Individual users of the instructional technology are responsible for their behaviour and communications using these digital tools. It is presumed that users will comply with divisional standards and will honour the articulated expectations and responsibilities. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly and in accordance with all applicable policies. Users acknowledge that they have no expectation of privacy in respect of their use of instructional technology information or anything stored on same.

As outlined in board policy, users will be responsible for their digital learning by:

- (a) recognizing that instructional technology tools are used for educational purposes;
- (b) understanding the positive and negative effects of what is posted and shared in a digital space;
- (c) keeping an educational focus when collaborating and communicating in digital spaces;
- (d) using instructional technology to facilitate and foster positive and meaningful communication and collaboration;
- (e) recognizing that instructional technology tools are often shared devices in schools and treating them in a respectful way is beneficial to the experience of all learners;
- (f) understanding copyright laws and only using online digital resources in a way that is allowable under fair dealing guidelines;

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- (g) managing and protecting the safety and security of login credentials and respecting the privacy of the login information of others,
- (h) understanding that the use of my personal technology must not interfere with school work or of the overall learning environment;
- (i) understanding and acting in a manner so as to protect the privacy of myself and others in digital learning spaces;
- (j) recognizing that while my personal electronic device can be a valuable learning tool, River East Transcona School Division will not assume responsibility for the loss, damage, or theft of any personal electronic device.

Any violation of this policy (including but not limited to online threats and intimidation) may result in a loss of access, disciplinary measures, legal action or financial reimbursement. Violations of this policy may also constitute a violation of the divisional code of conduct and/or user responsibility and/or laws including the Criminal Code.

A copy of the complete policy (IJND – Instructional Technology Use) is available at the school upon request or at [www.retsd.mb.ca](http://www.retsd.mb.ca).

River East Transcona School Division promotes the use of its instructional technology to improve the digital literacy of its users. Every user is expected to adhere to this policy and by accessing instructional technology consents to follow the expectations contained in the policy. All students are expected to adhere to the policy.

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If you are electing to “opt out” of the below item, please indicate by checking the appropriate box, signing below and returning the form to the school. No action is necessary if you are not “opting out”.

**As a parent or legal guardian** of the minor student named below, I do not give permission for my child to have access to:

Instructional Technology provided by RETSD

**Please note:**

Parents who indicate “no” need to discuss this decision with their child.

Unless otherwise indicated, access to the computer network and equipment will be granted to all students.

If you are electing to “opt out” of any of the above, please request the appropriate form.

**NO ACTION IS NECESSARY IF YOU ARE NOT ‘OPTING OUT’.**

**This form will be applicable until the end of the current school year or when parents indicate a change in permission.**

Effective Date:	June 1, 2004	Review Date
	June 20, 2006; June 17, 2008;	
Amended Date:	March 15, 2011; February 21, 2017; October 15, 2019; November 17, 2020	
Board Motion(s):	372/04; 326/04; 221/08; 70/11; 35/17; 232/19; 252/20	
Legal/Cross Reference:	IJND-Instructional Technology Use/IJND-R Instructional Technology Use Regulation	