

Acceptable Use Policy

École St. Gerard School

Grade 5-8

Classroom teachers will focus on the proper use of technology and digital citizenship throughout the 2025-26 school year. Please review this document with your child.

Digital Citizenship

École St. Gerard School students use technology to learn, which is essential for creative problem solving, new media literacy, and collaboration in today's society. We want students to be active and safe contributors in the digital world, following legal, responsible, and Catholic principles. This acceptable use policy (AUP) supports our vision of technology use and promotes strong digital citizenship in our students.

We support and teach the following elements of being a responsible digital citizen.

1. Respect Yourself.

- I will behave appropriately and be conscious of the information and images that I view and post online.

2. Protect Yourself

- I will not publish or share my personal identifiable information including my contact information or a schedule of my activities, including posting my last name at any time.
- I will never meet anyone in person that I have met online.
- I will consult the terms of service to ensure that I meet the age requirements when using online apps, websites or tools. If I'm not, I will refer to the professional judgment of my teacher.
- I will not post photos/videos of myself or others, without permission.
- I will keep my passwords private.

3. Respect Others

- I will not use technologies including social media to bully, tease, cause embarrassment or damage the reputation of others.

4. Protect Others

- I will protect others by reporting abuse to a parent or teacher and by not forwarding inappropriate materials or communication.

5. Protect Intellectual Property

- I will accept and follow copyright laws.

6. Respect Intellectual Property

- I will properly cite any and all use of websites, books, images, and media, etc.

Accessing Division Provided Technology

Student email, Office365, and Google Education accounts are provided by the Division on a network that may be monitored for compliance with school and GSCS policies. Use of these accounts is subject to the conditions of digital citizenship, as outlined above.

It is a GSCS expectation that students follow basic cyber security measures. Do not share passwords, install Chrome extensions, or click on links or attachments from unknown sources.

Student Personal Electronic Devices

Personal Electronic Devices (i.e. cell phones) must be out of sight and on silent for the duration of the school day in elementary schools. In high schools, this applies to instructional time only.

Inappropriate Use:

Technology is considered an extension of the classroom. Therefore, any content that is deemed inappropriate in the classroom is also inappropriate in a digital context.

Examples may include: forgery, cyberbullying/cyber threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behaviour during the instructional day. Students are not to use any electronic devices to invade personal privacy or harass another person, disrupt the instructional day, or engage in dishonest acts.

Should, intentionally, or unintentionally, a student causes damage to a division device or uses technology improperly, repair/replacement costs will be dealt with individually, between the school and the family/guardian.

Students found to be in violation of the Acceptable Use Policy will be subject to classroom and school disciplinary procedures.