

## DIGITAL RESPONSIBILITY GUIDELINES

The Burnaby School District provides students with access to a variety of digital tools, which include technologies and information systems. These tools enhance learning and include: websites, programs to “chat” and message one another, discussion boards, video conferencing, email, secure virtual classrooms, and storage for your files.

**Students – or in the case of younger children their parents or guardians – are asked to review and are expected to adhere to these guidelines.**

### Guidance about what to do and not to do

#### What to Do

- Do treat others fairly and with respect.
- Do use the devices owned by the Burnaby School District and the digital tools provided by the District for educational purposes.
- Do understand that you are responsible for your actions when using technology.
- Do keep your personal information private.
- Do respect the privacy of other students and adults.
- Do know there is never a 100% guarantee of privacy with any digital tool or platform, including: secure virtual classrooms, chats and messaging tools, discussion boards, video conferencing tools, email, file storage and public websites.
- Do report uncomfortable, unsafe, or inappropriate behaviour or messages to your teacher or principal.
- Do follow copyright laws.
- Do respect and acknowledge the ownership of others for their creative works.

#### What Not to Do

- Do not share your passwords.
- Do not use chat and messaging services provided by the District to connect with students and teachers outside of the online classroom environment.
- Do not falsify your identity or use someone else’s identity.
- Do not take pictures or videos of others and share them without their permission.
- Do not hurt or mistreat others by what you create or share.
- Do not harass, stalk, bully, threaten, insult, abuse, or attack others.
- Do not damage computer systems, networks, digital tools or content.
- Do not access secure information owned by others without their permission.
- Do not use information provided by others without their permission or use the work of others as your own.
- Do not use District or personally owned devices for commercial, illegal, or malicious purposes.
- Do not access and/or distribute pictures, video, audio or text containing inappropriate language or nudity.
- Do not meet with someone you met online without the consent of your parents or guardians.

## **GUIDELINES FOR VIRTUAL CLASSROOMS AND VIDEO CONFERENCING**

Online classroom sessions include virtual classrooms, blogs, messaging, chats and video conferencing tools.

### **Etiquette**

- Come prepared and be on time.
- Work in a room with no distractions. Turn off the TV, other computers, music or anything else that might distract you or your classmates.
- When you first enter the virtual meeting/classroom, please mute your mic and turn off your camera.
- If your teacher asks you to turn on your camera to participate in the discussion you may do so.
- Consider your background and any personal information you may be displaying like photographs or personal items.
- This is a school activity and you should be dressed appropriately.

### **Behaviour**

- The same expectations present in the physical classroom are expected while video conferencing or participating in online classroom sessions.
- Questions and comments should be related to the class.
- Be a respectful listener while your teacher or another student is speaking.
- Do not be a distraction to others.
- Your teacher is the moderator and will guide participation in the activity.

### **Permission**

- Do not use District online classroom sessions to initiate individual or group video conferences, chats or messages without your teacher or permission from your parents or guardians.
- Do not record or capture any part of an online session. Your teacher may record a session or a lesson for future reference. Any recording will be done with student cameras off.

**Finally ...** Be patient. Technology can be temperamental, so when glitches happen, take a breath and be understanding.

### **Parent/Guardian Acceptance**

I understand the Digital Responsibility Guidelines above, have discussed them with my child, and understand that they are expected to comply with the above guidelines, as well as the [District Code of Conduct](#).

I am aware that the Burnaby School District will do its best to ensure both safe and orderly digital spaces, as well as a caring digital learning environment. I also recognize that it is impossible in a digital world to fully restrict access to materials – some of which may be controversial.

### **Student Acceptance**

I understand the Digital Responsibility Guidelines above. Remote learning is dependent on these technologies, and I understand that while engaging in their use I am expected to abide by the above guidelines, as well as the [District Code of Conduct](#).

**I understand that I may lose access privileges if I do not follow school and classroom rules, the District Code of Conduct, and the Digital Responsibility Guidelines above.**