



**W.P. WAGNER**

[school of science and technology]

# CODE OF CONDUCT

## RIGHTS

At W.P. Wagner all students have a right to:

1. learn;
2. be respected;
3. hear and be heard;
4. be safe – physically and emotionally;
5. general health and cleanliness.

## RESPONSIBILITIES/EXPECTATIONS OF STUDENTS

It is expected that all W.P. Wagner students will:

- have a valid W.P. Wagner ID card on their person at all times;
- have the prerequisites for courses in which they register and complete all courses in which they register;
- attend, be punctual and arrive prepared for all classes;
- submit original work, acknowledge sources, and conduct themselves honestly in the completion of assessments and examinations;
- keep hallways clear and quiet during class time;
- be permitted to use electronic devices within the school in accordance with the technology agreement;
- refrain from using personal communication devices (cell phones, etc.) during instructional time unless being used to aid learning in accordance with teacher expectations and the technology agreement;
- not bring or encourage friends to visit W.P. Wagner School or be on school property;
- not visit or attend other EPSB schools without an official appointment;
- dress appropriately for school: shirt/top must touch pants/underwear should not be showing. Non-religious head cover may not be worn inside the building and should be stored in lockers. Students dressed inappropriately may be asked to change or may be sent home.

These responsibilities/expectations may be enforced by *any* adult affiliated with the school. Failure to meet the expectations for behaviour may result in any of the following consequences: confiscation of electronic devices, reprimand, parental involvement, loss of privileges, detention, exclusion from class, community service, removal from a course, and/or suspension. School administration may search student lockers, electronic devices, and other property if they have reason to believe that students have information about a serious incident or are in possession of dangerous or harmful substances or articles.

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Suspension or expulsion from the school or from the District, and/or charges by police will occur for the following infractions either through **intentional** or **negligent** conduct:

- the use of profanities, racial comments, insulting statements, uttering threats and/or any level of fighting or assault;
  - bullying, harassing, threatening or intimidating other students, including initiation or froshing;
  - being in possession of a weapon or dangerous goods which could be used to harm, intimidate or threaten others;
  - being involved in the possession of, under the influence of, or sale of drugs, alcohol, or any illegal substance;
  - smoking in the building or on school grounds - includes the use of e-cigarettes and/or vaporizers;
  - uttering false messages – such as a bomb threat;
  - inappropriate use of technology
  - any other offense which threatens the safety or well-being of students or staff.
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I have read the above rights and responsibilities. I agree to abide by them and understand the consequences.

\_\_\_\_\_  
Student Name (**print**)  
(first & last name)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



# Acceptable Use of Technology Agreement and Student Declaration

At W.P. Wagner School, we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the internet. We believe that all students, staff and parents must be good digital citizens by following standards of acceptable use when using either school-owned technology (software, hardware, internet) or their own personal electronic device (1) for school purposes while enrolled at W.P. Wagner.

1. *A personal electronic device includes one of the following that is owned by the student: Laptop computer, Chromebook, iPhone (or other device with internet access - e.g. Smart watch, Cell Phone, iPod Touch, iPad, PDA, Nintendo DSi, etc.)*

The declaration below outlines these standards of acceptable use. Once signed, it will act as an agreement between W.P. Wagner High School and

Student's name

This declaration must be reviewed and signed by students in order for any student to use a school computer or to use their own *personal electronic device* in school.

## Section A: Student Declaration

As a student at W.P. Wagner School, I value having access to technology to support my learning. I know that along with this privilege goes great responsibility. To demonstrate my commitment and understanding of the level of responsibility that is required, I have initialed each of the expectations and guidelines listed below. (Note: Each item must be initialed by the student to show that together they have reviewed each item and the student will abide by the rules and expectations laid out for technology use.)

Student's initials	<i>Please read and initial beside each statement to acknowledge that you understand and agree with each statement. If you require clarification, please contact your teacher.</i>
	<b>I understand that having access to technology in school is a privilege.</b> I understand that this privilege may be revoked if I fail to fulfill my responsibilities as a user of this technology and that many, but not all, of these responsibilities are outlined below.
	I will only use technology for educational purposes while in school, unless I have been granted permission by a teacher; and then I will only use the technology within the parameters or guidelines established by the teacher.
	When connected to the internet, I will never use my computer to reveal personal information such as my age, address or phone number, or those of other students or persons.
	I will take full responsibility for, and respectfully use, the technology available to me at school. For example, this means I will use proper care if transporting, handling or operating any electronic device (computer, camera, etc.) while in school, whether it belongs to the school, another student, or myself.
	I understand that the District (EPSB District Technology) uses a content filter on its internet access, yet I know it is <i>possible</i> that I may encounter inappropriate material, which includes images or text that are pornographic, violent, obscene or offensive to others. I will immediately close the window on the screen that depicts this material. I will then inform a teacher or administrator.

	I understand that personnel from the school and District Technology have access to information about every web page I visit and files I create on school computer(s). I am aware that this information may be monitored and viewed by my teachers or other district personnel. I understand that this limits privacy as it pertains to the use of the technology that is assigned to me and the information that is stored on school-provided file storage spaces.
	I know that information located on the internet may be inaccurate or incomplete. When accessing resources I will try to evaluate the validity of materials I access. I will respect copyright and will cite resources I use when necessary.
	I understand that my actions using the computer and accessing the internet reflect on me, my class and the school. I will conduct myself accordingly and exercise good judgment. I will also comply with all the policies and rules pertaining to the use of technology which the school has established or may establish in the future.
	I will not download or install any software, music, movies, or files of any nature unless I have been granted specific permission to do so by my teacher and the copyright holder grants permission.
	I will not share my Student Network Logon password (your SNL ID and password are provided to you by your school). The ID is the same from year-to-year, school-to-school (f.lastname), and the password can be changed by teachers or students. All teachers have access to this password through their secure Student Information System if you happen to forget it, so there is no need to write it down. Memorize it.
	I will always log out of the computer when finished using it, or when moving out of sight of my computer. Any actions done on a computer when I am logged in are directly traceable to me.
	I will not access or use the account of another student or teacher. If I notice another student or teacher has not logged out of a computer I am using, I will notify them (if possible) and log out.
	I will not create, use, display, or store any offensive, obscene, inflammatory or defamatory language or images. I will not use the technology in any way that negatively affects any other student or persons.
	I will respect all rules set out here and those that may come into effect in the future regarding use of the computers in school.

## Section B: Students bringing their own personal electronic device to school

Students at W.P. Wagner may bring their own *personal electronic devices* which may be able to connect to the school wireless network. When at school, all of the above conditions apply to these student-owned, personal electronic devices, in addition to the following:

Student's initials	<i>Please read and initial beside each statement to acknowledge that you understand and agree with each statement. If you require clarification, please contact your teacher.</i>
	I will only connect to the school wireless network, and NOT to the school's wired network, nor any other (external) wireless network, even through other networks from the neighborhood might be visible inside the school.
	The device I am using will have virus protection software which is up-to-date. I will turn off all peer-to-peer (music/video/file-sharing) software or webhosting services on my device while connected to the school wireless network.
	<b>I will use my personal electronic device in class in the manner directed by my teacher and only with my teacher's expressed permission.</b>
	I understand the security, care, and maintenance of my device is my responsibility.
	I will securely store and charge my device when not in use.
	I understand that the school is not responsible for the loss, theft or damage of my device. I am fully responsible for my property while it is at school.
	I understand that if I am asked to be in the office for any disciplinary reason or to catch up on missed work, that I must surrender any personal electronic devices while in the office.
	<b>I understand that personnel from the school and District Technology may access my personal electronic device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach.</b> This may include but is not limited to audio and video recording, photographs taken on school property that violates the privacy of others, issues regarding bullying, text messages, Snap Chat, Facebook, Instagram, or any other social media..

## Section C: Student access to “google apps”

Students at W.P. Wagner have access to ‘Google Apps’ through *SchoolZone* which enables access to certain student resources anytime and anywhere they have an internet connection. This portal provides access to email, online documents, calendar, video, etc. for educational purposes. Student data (student attendance, schedule, grades, etc.) are stored on *SchoolZone* (school district) file servers. Student files (e.g. essays, presentations, email, etc.) are stored on Google servers which are located in various countries including the United States. Google Apps accounts and services are managed by school district personnel. All of the conditions in your previously signed Acceptable use agreement apply when accessing resources through the portal, as well as:

Student's initials	<i>Please read and initial beside each statement to acknowledge that you understand and agree with each statement. If you require clarification, please contact your teacher.</i>
	I understand that my first name and last name will be used by Edmonton Public Schools to create a <i>Share</i> (Google Apps) account. I will be given rights to access this account, but only through the student portal.
	I will be provided with an email address (e.g. <i>a.student@share.epsb.ca</i> ) to use for school purposes. This address is also what gives me access to my online file storage, documents, and sites on <i>Share</i> .
	I understand that support for using the resource inside the student portal are primarily online. The district maintains a <i>Share HELP</i> site (where students can post answers as well), and there are many tutorials and help sources online - many of which are linked from the <i>Share HELP</i> site.
	<b>I understand that personnel from the school and District Technology may access my Share (Google Apps) account if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the account would reveal evidence of that breach.</b> This may include but not limited to email messages, gadgets, archived chats, docs, sites, photographs, documents uploaded, etc.. For full security and privacy information regarding <i>Share</i> (Google) Apps, please see <a href="http://shortlinks.share.epsb.ca/privacy">http://shortlinks.share.epsb.ca/privacy</a> .
	I understand that my parents or legal guardians should also have access to my <i>Share</i> account, including email, docs and sites. I can either log in and give them a tour of my files, emails, and sites, or I can share my log-on ID and password with them.

### Acceptable Use of Technology Agreement and Student Declaration

This is to certify that I (please print student’s name), \_\_\_\_\_, have read, do understand, and will abide by all the acceptable use requirements set forth in this agreement. I agree that if I fail to keep my commitment to doing those things listed above that I will have my school network and/or school computer privileges revoked either temporarily or permanently. This also includes the loss of technical privileges on your personal device. I understand that there may other disciplinary consequences if there has been a breach of school rules and/or a search of the computer reveals this breach.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date