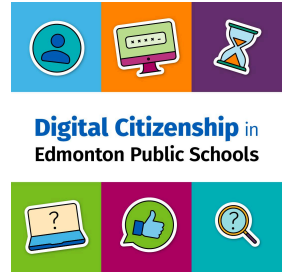


# Responsible Use of Technology Agreement at Dr. Donald Massey School (Grades 1-3)



*Review this agreement with your teacher and your parent or guardian before you use technology at school.*

*Technology means any computer, software, network or internet access on an electronic device, no matter who owns it.*

*Everyone is working together to make sure students use technology to learn in schools where everyone is respected, included and safe.*

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**As a digital citizen, I will help create a positive online community in the following ways:**

## How should I use technology?

- I will use my device when a teacher asks me to and follow school rules
- I will use a strong password and keep it a secret
- I will always log out of the chromebook after I am done using it
- I will ask a teacher or trusted adult before signing in to a new app or website
- I will take care of any device I am given access to
- I will take breaks from my device and listen to trusted adults and teachers

## What should I do with technology at school?

- I will use chromebook time at school for learning
- I will use a chromebook and other tools safely and respectfully
- I will use tech tools to try and solve problems, answer questions and practice skills

## How should I interact with other people?

- I will not chat with other people online without telling a trusted adult or teacher first
- I will ask a trusted adult before contacting someone online that I don't already know in person
- I will not share my password with people online or in-person

## What happens when something goes wrong?

- I will talk to a teacher or a trusted adult who will help me figure out how to make it right.
- I will immediately stop and tell a trusted adult if anything happens with technology that does not seem right or that makes me feel uncomfortable.

**Be balanced. Be informed. Be Inclusive. Be alert. Be engaged!**

**Be SAFE!**

September 5, 2025

Dear DDM Families,

Thank you in advance for taking the time to read this important letter.

Now, more than ever, “it takes a village to raise a child” and we are all part of the same village. Together, we play a vital role in raising compassionate, responsible and courageous human beings who are able to stand up for their own rights and the rights of others. This includes teaching students how to be responsible online and to use devices like chromebooks effectively.

The Canadian Pediatric Society recommends that children between the ages of 5 and 12 limit their screen time to less than 2 hours a day. We would like to assure you that our team gives these recommendations significant consideration when planning instruction that uses personal screens. While tools like iPads and Chromebooks can be engaging tools for learning, student health and safety are our first priorities.

Our partnership remains critical as students access and use technology often seamlessly between home and school environments. We respectfully ask that you take time to educate yourselves and engage in open dialogue with your children about the safe and healthy use of technology in your home, at school and in the community.

- Learn about the apps and online games used by your children and if these apps have chat features
- Ask your children to show you their online profiles, usernames, bios, who they follow, who follows them and who they engage with online
- Model and teach your child how to limit screen time and play “offline” games together
- [Model and teach good security practices](#), including using strong passwords, limiting the amount of personal information you share, enabling privacy settings and not sharing photos without consent.

This year, we are requesting that elementary students do not bring personal devices to school. If a personal device is required for extenuating circumstances, please speak with your child’s teacher, and please know that a phone is available in our school office for any student at any time to contact a parent or guardian. In a situation where an elementary student brings a mobile device, it will be confiscated by the teacher and you will be contacted by a staff member.

Please contact any of our admin team at [ed.charpentier@epsb.ca](mailto:ed.charpentier@epsb.ca), [isaac.macdonald@epsb.ca](mailto:isaac.macdonald@epsb.ca), and [michelle.stevens@epsb.ca](mailto:michelle.stevens@epsb.ca) if you have questions or information to share. One phone call or email from a concerned parent can make a significant difference to a child or young person who has been exposed to harmful online content or is experiencing cyberbullying.

Thank you for your ongoing support,

The Dr. Donald Massey School Admin Team