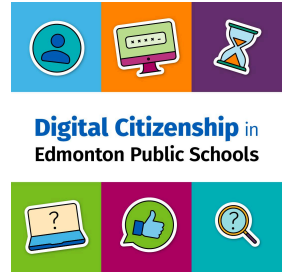


# Responsible Use of Technology Agreement at Dr. Donald Massey School (Grades 4-6)



*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, during my own study time or during breaks, in line with the school rules.
- I will use a strong passphrase, keep it secure and change it as needed.
- I will always log out of or lock my device when I am not 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 when I need one, or when the teacher or trusted adult asks me to.

## What should I do with technology at school?

- I will use technology time at school for learning, by selecting the right digital tool for the task.
- I will use technology to question, explore and reflect on information and its sources.
- I will give credit to the creators of information or media that is not my own.
- I will respect the Division network security measures to help keep myself and others safe.

## How should I interact with other people?

- I will be honest and kind to people online.
- I will think about the person I am communicating with and think about how they might interpret my message.
- I will use language to share messages that are respectful to other.
- I will ask a trusted adult before contacting someone online that I don't already know in person.
- I will protect the personal information of myself and others.

## 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!**

September 5, 2025

Dear DDM Families,

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

We all agree that children and young people need guidance, direction and monitoring as they create their [digital footprints](#), develop digital citizenship skills and learn to navigate online communities in safe and responsible ways. 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 the chat groups they belong to.
- Be aware that your children may be accessing social media apps and chat groups without your knowledge or permission, either on their own device or a friend's device.
- Ask your children to show you their online profiles, usernames, bios, who they follow, who follows them and who they engage with online.
- Speak frankly about the use of homophobic, transphobic and racist slurs and hateful language that normalizes misogyny and sexual violence, especially in 'private' group chats.
- Let your children know that you expect them to report any inappropriate behavior, language images, threats and/or cyberbullying they encounter when they are online.
- [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.

The home and school lives of children and teens are inextricably linked and what they do online makes its way into their relationships, interactions and behaviour in both places. 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.

We continue to request 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