Asasa Academy

Online Learning [Grade 1 – 6]

Technology Conduct Agreement

Members of ASASA Academy, including students, staff, and administrators, are granted access to the ASASA network for educational purposes and school-related activities. Anyone who uses this network is considered a user. Due to limited resources, ASASA Academy cannot monitor all network usage, so users are expected to behave responsibly and courteously at all times. The following guidelines apply to all users accessing the ASASA network, which encompasses Schoology (Learning Management System) and the ASASA Google Workspace.

1. **Account Security**: Users must obtain an authorized account and password from ASASA Academy Administrator to access the network and email system. Do not share your account or password, and do not leave your account open or unattended. Change your passwords regularly and use secure ones. Attempts to log in as another user will result in disciplinary action.
2. **User Privacy**: Users should have no expectation of privacy regarding any content created, received, stored, or sent via ASASA network or email system. The Administrator reserves the right to access files to ensure appropriate educational use. The Academy may monitor emails and web activity without prior notice.
3. **Ownership and System Maintenance**: ASASA network and email system are the property of the ASASA Academy.
4. **Safety Guidelines**: Always prioritize your personal safety when using the ASASA email systems. Protect your privacy and that of others. Do not disclose personal information, agree to meet anyone online, or send personal images. Avoid responding to inappropriate messages, and report any concerning behavior to the ASASA Administrator.
5. **Responsible Use**: Your account must be used to support educational activities aligned with the Asasa Academy's objectives. The transmission of any material in violation of federal or provincial regulations is prohibited, including but not limited to:
    - Network use is restricted to individuals with a valid username and password issued by the ASASA Administration.
    - Respect copyright laws; downloading or transferring copyrighted materials without permission is prohibited.
    - Unauthorized and unlicensed software is not allowed.
    - Users must not engage in illegal or unethical activities, including fraud or the destruction of information resources.
    - Harassment or the distribution of offensive material via email or network communications is prohibited. Users are responsible for reporting such violations.
6. **Personally-Owned Devices**: Users may connect their personal electronic devices. All previous conditions apply. Users are responsible for the security and maintenance of their personal devices, and ASASA Academy is not liable for any loss or damage of personal devices.

PARENT / GUARDIAN CONSENT

I have read and understood this agreement with my student. My student agrees to abide by the ASASA Technology Conduct Agreement. I acknowledge that violations may result in loss of privileges and disciplinary actions, including possible suspension or expulsion from the program. While ASASA Academy will make efforts to restrict internet access to educational resources, I understand that there is always a

possibility of exposure to inappropriate material, and I will not hold the Academy responsible for any materials accessed online. I recognize the importance of my child becoming technologically literate and consent to their access to the internet, Schoology, and email systems of the ASASA Academy.

_____	_____
Name of Student (please print)	Name of Parent/Guardian (please print)
_____	_____
Date (YYYY-MM-DD)	Signature of Parent/Guardian