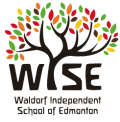


## 2023-24 WISE Media Use and Communication Guidelines Agreement

Waldorf Independent School of Edmonton strives to maintain an atmosphere of support, respect, privacy, and dignity for each member of our community and contribute to the health of the whole community. To that end, we have created the following guidelines for verbal, written, electronic communication, and social media use that we expect each member of our community to follow, no matter their position or age:

- **Respect the privacy of our students and staff** by not posting pictures or video on social media without explicit permission.
- **Respect the integrity of our community** by taking up grievances with individual teachers or administrators, rather than writing class- or community-wide emails or posting on social media.
- **Respect the privacy of each community member** by not using e-mail or any other address list generated by the school for personal or business purposes, including advertising.
- **Refrain from gossip** by engaging in friendly conversations outside of the learning spaces (including before, during and after the school day), and only discussing others or others' personal situations if they are present.
- **Nurture the dignity of each individual** by refraining from obscene or defamatory communication in speech, writing, and other modes of expression, including electronic expression, in interactions with the school community.
- **Cultivate social harmony** by expressing themselves in a manner which promotes cooperation and does not interfere with the educational process. This guideline applies to speech, written and electronic communications such as email, social media postings, and direct messaging apps.
- **Observe appropriate boundaries** by limiting communication to proper channels, using teachers' school email accounts rather than text messages or social media to communicate about school-related matters.
- **Strive for good habit life around phone and email communications** by attempting, whenever possible, to limit late-night and weekend communications. We encourage all WISE employees to model and practice media balance in their personal and professional lives, so teachers are encouraged to respond to emails only within regular school hours and will specify office hours when they will be able to respond to messages or calls live.



- **Embody our community values of truthfulness, dignity, and respect for the inherent worth of every human being** whenever we associate ourselves with the school, whether in the classroom, in the broader community at a school-related function, or in electronic and social media communications.
- **Promote healthy technology use** by familiarizing yourself with reputable information from reputable sources, such as the [Centre for Humane Technology](http://www.thewise.ca), regarding media use in school-aged children
- **When using video chat platforms**, please practice these guidelines
  - Use your real name
  - Use an appropriate picture for your icon
  - Remember to use your mute button when it's appropriate
  - Remember on video chat; we see you (dress appropriately, don't take your device to the bathroom)
  - Practice video chat etiquette in groups; when possible open chat and type questions so the moderator/teacher can call on you
  - **Do not** take screenshots, pictures, or recordings without the explicit permission of all attendees.

#### **PARENT / GUARDIAN ACKNOWLEDGEMENT OF COMMUNICATION EXPECTATIONS**

I acknowledge that I understand these rules and guidelines and promise to follow them. As a parent/guardian, I will practice these guidelines.

Parent/Guardian (1) Name : (Print and Sign)

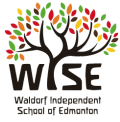
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Date : \_\_\_\_\_

Parent/Guardian (2) Name : (Print and Sign)

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Date : \_\_\_\_\_



### **WISE Technology Agreement (Grade 1-6)**

***As a parent, I agree to actively supervise my child to ensure my child's conduct online and on school platforms aligns with the WISE school code of conduct in addition to:***

- *I agree to use technology and information resources responsibly, efficiently, ethically, and legally.*
- *I also understand that acceptable uses of technology and information resources and platforms such as Google Classroom are curriculum-based activities and support teaching and learning.*
- *I will only access and author appropriate content while online.*
- *While at WISE, my use of technology may be monitored, and the administration and teachers have the right to review and/or remove anything that may jeopardize the safety and well-being of another.*
- *The same conduct codes and responsibilities apply to the use of any personal devices, including laptops, cell phones and cameras, personal or otherwise. The administration has the right to review and or remove anything that may jeopardize the safety and wellbeing of another student.*
- *I will not share publicly or privately anything shared by teachers, staff, or other community members without explicit permission. This includes quoting others during video conferences with staff or other students.*

### **PARENT / GUARDIAN ACKNOWLEDGEMENT OF EXPECTATIONS**

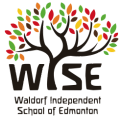
*I certify that I understand these rules and guidelines and promise to follow them. As a parent, I will practice these guidelines myself and supervise and support the development of online practices to ensure they align with communication guidelines, the school code of conduct, and the technology agreement.*

- ☐ I Accept
- ☐ I have discussed these expectations in an age-appropriate way with my child, and my child agrees to follow them.

Parent/Guardian Name (Print and Sign): \_\_\_\_\_

Student Name (Print): \_\_\_\_\_

Date : \_\_\_\_\_



### **WISE Technology Agreement (Grades 7-9)**

***As a student, I agree to ensure my conduct online and on school platforms align with the WISE school code of conduct in addition to:***

- *I agree to use technology and information resources responsibly, efficiently, ethically, and legally.*
- *I also understand that acceptable uses of technology and information resources and platforms such as Google Classroom are curriculum-based activities and support teaching and learning.*
- *I will only access and author appropriate content while online.*
- *While at WISE, my use of technology may be monitored, and the administration and teachers have the right to review and or remove anything that may jeopardize the safety and wellbeing of another.*
- *The same conduct codes and responsibilities apply to the use of any personal devices, including laptops, cell phones and cameras, personal or otherwise. The administration has the right to review and or remove anything that may jeopardize the safety and wellbeing of another student.*
- *I will not share publicly or privately anything shared by teachers, staff, or other community members without explicit permission. This includes quoting others during video conferences with staff or other students.*

### **STUDENT ACKNOWLEDGEMENT**

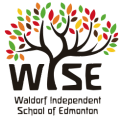
*I certify that I understand these rules and guidelines and promise to follow them. As a parent, I will practice these guidelines myself and supervise and support the development of online practices to ensure they align with communication guidelines, the school code of conduct, and the technology agreement. I have discussed these guidelines in an age-appropriate way.*

- ☐ I Accept
- ☐ I understand these rules and promise to follow them. If I do not follow these rules, I know that I may have my computer privileges restricted or taken away.

Student Name : \_\_\_\_\_

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

Date: \_\_\_\_\_



**PARENT / GUARDIAN ACKNOWLEDGEMENT OF STUDENT EXPECTATIONS**

*I certify that I understand these rules and guidelines and promise to follow them. As a parent, I will supervise and support the development of online practices to ensure they align with communication guidelines, the school code of conduct, and the technology agreement.*

☐ I Accept

☐ I have discussed these expectations in an age-appropriate way with my child, and my child agrees to follow them.

Parent/Guardian Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_