

BRIDGEWATER JUNIOR HIGH SCHOOL 2017–2018 STUDENT, PARENT & GUARDIAN HANDBOOK

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STUDENT, PARENT & GUARDIAN HANDBOOK

BRIDGEWATER JUNIOR HIGH SCHOOL
100 YORK STREET
BRIDGEWATER, NS
B4V 1R3

TELEPHONE 902-541-8260
FAX 902-541-8270

Office Hours 8am-3pm Monday to Friday

School Website: <http://bridgewater.ednet.ns.ca>

Follow us on Twitter: @ssrsbbjshs
Follow us on Instagram: @bridgewaterjuniorhigh
Like our Facebook Page: "Bridgewater Junior High School"

SCHOOL COLOURS - MAROON & GREY

SCHOOL MOTTO

MENS SANA IN CORPORE SANO: "A SOUND MIND IN A SOUND BODY"

MISSION STATEMENT

Bridgewater Junior High School is committed to developing confident, life-long learners in an atmosphere of mutual support and respect. Intellectual, physical and social growth will be encouraged within a positive and challenging environment.

WE BELIEVE ...

Everyone is important.
Everyone should be treated with respect.
School should be a **positive** place in which to learn.
Everyone should have an equal opportunity to learn.
Everyone learns in different ways.
Everyone should be appropriately challenged.
Learning is a shared responsibility.
Learning is a lifelong process.

We strive to provide a positive and challenging learning environment in which our students can learn and develop into productive and contributing members of society.

BRIDGEWATER JUNIOR HIGH STAFF 2017-2018

ADMINISTRATION

Principal: Daphne Egilsson
Vice Principal: Diane Spencer
School Counsellor: Julie Lohnes-Cashin

TEACHING STAFF

Ambroise Bazot	Denise McKean
Steven Bishop	Erika Muir (On Leave)
Alex Blanchard	Chad MacPhee
Tanya Brittain	Kyle Neaves
Elizabeth BurrIDGE	Jonathan Richardson
Amanda Deagle (On Leave)	Justine Skinner (Verge House)
Kendra Hall	Shannon Stymiest
Kerry Keefe	Jennifer Uhlman
Larry Knapp	Elsa Veinot
Scott Leonard	Phil Watson

NON-TEACHING STAFF

Administrative Assistant:	Nancy Varner
Cafeteria Supervisor:	Leeann Power (902) 541-9185
Information Technology Specialist:	Elizabeth Andrews
Custodial Staff:	Mike Ward (Head Custodian) Chad McClarey Kevin Minnick Corey Zwicker
Teaching Assistants:	Donna Brunt Christine Daniels Belinda Hamm Nicole Laliberte Roxanne Robarts (Verge House) Terese Silver Jackie Swaine Cathie Zwicker (Verge House)

A MESSAGE TO PARENTS & GUARDIANS

Welcome to the 2017-2018 school year at Bridgewater Junior High School. This handbook is designed to identify and outline key policies & procedures at our school. It is not meant to be totally exhaustive in its content. If you require clarification or further information at any time, please do not hesitate to contact us at the school (902-541-8260 or bjhs@ssrsb.ca). We invite your involvement and feedback in this process of lifelong learning. Essentially, we want to help students learn how to learn in a safe and challenging learning environment.

We always want you to feel welcome at Bridgewater Junior High School. Feel free to contact us by telephone and/or e-mail, or drop in directly to the Main Office of the school. We are happy to work with you to resolve any concerns you may have. Please do not assume that we are aware of a concern.

Our primary objectives continue to be providing a quality & safe learning environment and meeting individual student learning needs & challenges. As educators and parents, we recognize the need for students to take ownership of their learning and goal-setting. We want our students to be self-reliant life-long learners and decision-makers. Through motivation, collaboration, and communication this can become a reality. We look forward to working with you and your student(s).

SUGGESTIONS FOR STUDENTS

Take pride in yourself, your school and community.

You are an important part of this school.

Two things are critical for your success at school: **You must SHOW UP & you must TRY**

When you come to school every day and put forth your best effort, you will experience success.

If you run into difficulty, let your parent or guardian, teacher, school counsellor, or an administrator know. Please do not ASSUME that we are aware of a concern; *we cannot address a concern if we are not aware of it.*

***NEW* BELL SCHEDULE**

Please note that the front doors will be unlocked at 8am. Supervision begins at 8:10am.

PERIOD	Time	CLT Wednesdays
Period 1	8:30-9:35am	8:30-9:25am
Period 2	9:35-10:35am	9:25-10:15am
Recess	10:35-10:50am	10:15-10:30am
Period 3	10:50-11:50am	10:30-11:20am
Lunch	11:50-12:30pm	11:20-12:00pm
Period 4	12:30-1:30pm	12:00-12:53pm
Period 5	1:30-2:33pm	

IMPORTANT DATES as of August 30, 2017 *(subject to change)*

September

Tuesday 5 September	Orientation Day (Staff Only)
Wednesday 6 September	School Based In-service Day (Staff Only)
Thursday 7 September	First day of school for all students
Wednesday 13 September	School Photos
Wednesday 20 September	School Open House (6:00 p.m.)
Wednesday 20 September	Academic Awards for students currently in Grades 8 & 9 (7:00 pm)
Thursday 21 September	Viking Voyage Walk-A-Thon (afternoon) + School Dance (6:30-9pm)
Wednesday 27 September	Collaborative Learning Teams (early dismissal for students)
Thursday 28 September	Viking Voyage Rain Date

October

Friday 6 October	Regional In-service Day (no school for students)
Monday 9 October	Thanksgiving Day – No School
Wednesday 18 October	Collaborative Learning Teams (early dismissal for students)
Friday 27 October	NSTU Provincial Conference Day (no school for students)

November

Wednesday 1 November	Collaborative Learning Teams (early dismissal for students)
Saturday 11 November	Remembrance Day
Monday 13 November	Observation of Remembrance Day – No School
Monday 20 November	Report Card Preparation (no school for students)
Wednesday 22 November	Collaborative Learning Teams (early dismissal for students)
Monday 27 November	Report Cards
Thursday 30 November	Parent/Teacher Visitation (12:30-2:30pm) & (5:30-7:30pm)

December

Wednesday 6 December	Collaborative Learning Teams (early dismissal for students)
Thursday 21 December	Last day of school before Holiday Break

January

Wednesday 3 January	First Day of school after Holiday Break
Wednesday 10 January	Collaborative Learning Teams (early dismissal for students)

Wednesday 24 January	Collaborative Learning Teams (early dismissal for students)
February	
Friday 2 February	Regional In-Service (no school for students)
Wednesday 7 February	Collaborative Learning Teams (early dismissal for students)
Monday 19 February	Nova Scotia Heritage Day – No School
Wednesday 21 February	Collaborative Learning Teams (early dismissal for students)
March	
Wednesday 7 March	Collaborative Learning Teams (early dismissal for students)
Friday 9 March	Last day before March Break
Monday 19 March	First day after March Break
Thursday 22 March	Report Card Preparation (P-9) (no school for students)
Thursday 29 March	Report Cards
Thursday 29 March	Science Fair
Friday 30 March	Good Friday – No School
April	
Monday 2 April	Easter Monday - No School
Thursday 5 April	Parent/Teacher Visitation (12:30-2:30pm) & (5:30-7:30pm)
Wednesday 11 April	Collaborative Learning Teams (early dismissal for students)
Wednesday 25 April	Collaborative Learning Teams (early dismissal for students)
Monday 30 April	School-Based In-service Day (no school for students)
May	
Friday 4 May	Heritage Fair
Wednesday 9 May	Collaborative Learning Teams (early dismissal for students)
Monday 21 May	Victoria Day – no school
Wednesday 23 May	Grade 8 Literacy & Mathematics Assessment (90 minutes x 4 days)
Wednesday 30 May	Collaborative Learning Teams (early dismissal for students)
Wednesday 30 May	Band Concert (Tentative)
June	
Thursday 7 June	Extra-Curricular Awards Night 7:00 pm
Thursday 28 June	Grading & Classifying Day (No School for students)
Friday 29 June	Report Card Day/Last day of school

GENERAL INFORMATION

Sign-In/Sign-Out

If a student misses any instructional time, parents/guardians must sign them in/out through the office. Students must present a Late Slip signed by Ms. Varner or an administrator to their teacher when arriving late for class.

Attendance

Student attendance at all grade levels is monitored every period. If an attendance concern arises with a student, the parents will be contacted and solutions found. Parents/guardians will receive an automated phone call in the evening if their child is recorded as absent from any class. Parents & Guardians are asked to call the school immediately to confirm illness or appointment.

The administration will be tracking absences. The consequence for missing class time is for the student to make up the class time missed. Chronic absenteeism may result in a variety of consequences including (but not limited to) loss of privileges and in-school suspension.

Excusing Absences

When students miss class time for any reason, we ALWAYS need to hear from a parent or guardian.

Three ways to excuse a student absence:

1. Attendance messages may be left 24/7 on our main phone line: (902) 541-8260
2. Provide the student with a signed note to bring to the Office
3. Send an email from a verified parent/guardian account to one of our administrators: bjhsprincipal@ssrsb.ca or bjhshsvp@ssrsb.ca

Any unexcused absences will generate an automated phone call to the student's home.

PowerSchool Parent/Student Portal

All BJHS teachers provide a communication plan for their courses to students identifying course objectives, expectations for success, methods of assessment, and ways to communicate with the teacher.

Students, Parents, and Guardians have online access to attendance and grade information through our Power School Student Information System. Mrs. Varner in the Main Office will assist students and parents having difficulty accessing this information (902-541-8260).

Academic marks in PowerSchool will be updated on a regular basis. Please access the PowerSchool Parent/Student Portal through a browser instead of the app. The accuracy of the PowerSchool app cannot be guaranteed.

Schools Plus

Our school is one of several schools chosen to offer access to Schools Plus. A Schools Plus Community Outreach worker has been assigned to visit our school on a weekly basis. Schools Plus

can facilitate and coordinate services students need in the areas of health, addictions, mental health, justice, police, legal, community services, housing and education that are beyond the scope of the school. For more detailed information on this program, please contact our School Counsellor Ms. Lohnes-Cashin (902-541-8263) or visit the School's Plus website: <https://schoolsplus.ednet.ns.ca>

Viking Commons/Brilliant Lab

Our BJHS Learning Commons is an excellent facility for students to use for reading, research, homework completion, computer usage, and study. The Learning Commons is often available during free time under the supervision of staff. BJHS is pleased to host the SSRSB's Brilliant Lab in this space where students are encouraged to make, create & play.

Brilliant Lab

BJHS is pleased to host the SSRSB's Brilliant Lab. Brilliant Labs offers students opportunities including:

- Labs where students work with technology first-hand such as 3D printers and can gain skill and experience in engineering, metal and woodworking, fashion, textiles, electronics, robotics, rapid prototyping and fabrication, computer programming, video-audio engineering and more
- A project-based learning fund designed to assist teachers by providing resources and support for science, technology, engineering-entrepreneurship, arts and math projects
- Programming, special events and collaboration with industry.

(Entrepreneurship, Creativity and Technology Combine for Brilliant Labs; News release Education and Early Childhood Development, April 7, 2015 10:29 AM)

Locks and Lockers

1. A student will be issued a locker after payment of the student fee.
2. The locker is to be kept locked and in good condition. Please do not leave food in your locker.
3. Locker inspections will be held from time to time and lockers may be inspected by the administration at any time.

Student Fees

A student fee of \$25.00 is charged to every student at BJHS. The student fee covers lock replacements, Awards Night(s) expenses, extra-curricular activities, guest speakers, cultural activities and student leadership opportunities.

Safety & Security

During school hours, only the main front doors of the building will remain unlocked for security purposes. Students are reminded that propping doors open compromises the safety of students & staff.

Visitors to Bridgewater Junior High School must report to the school office upon arrival at the school and will be asked to sign in.

Fire Drills

Fire drills are held three times in each semester in order to prepare students to vacate the building safely in the event of a real emergency. Homeroom and classroom teachers will review evacuation procedures with students at the beginning of each semester. Exit routes are posted in each class and students are responsible for learning the exit routes for each class.

Lockdown Drills/Hold & Secure Drills

During a Lockdown (potential threat within the building), students are hidden and locked in safe areas of the school. During a Hold & Secure (potential threat outside the building), the exterior of the school is locked and students continue learning. Drills for each procedure will be held during the school year to ensure that students and staff know what steps to take in case of an incident that requires the building to be secured.

There are many reasons for Lockdowns and Hold & Secure protocols, for example: a fight inside or outside the school, an animal threat, police action in the neighbourhood, a hazardous substance release outside the school. The safety of our students is very important to us; and we will always choose safety first.

School Video Surveillance

There is video surveillance in place in our school in high traffic areas inside and around the perimeter outside. This surveillance is used only to assist with school safety and potentially deter unlawful behaviour. Under Section 26 of the Freedom of Information and Protection of Privacy Act, the use of video surveillance for this purpose is permitted. This surveillance is carried out 24 hours per day, 7 days a week.

Cafeteria

Our school has a full-service cafeteria that is open in the morning and into the early afternoon. The cafeteria provides healthy snacks and meal choices each day. Meal programs and accounts are available by contacting the cafeteria manager, Leann Power at 902-543-9185.

A breakfast program with healthy food choices will be offered every day from 8:00 – 8:30 am.

We expect our students to eat lunch in the cafeteria and to clean up after themselves.

Guidance/Counselling Centre

School Guidance Services are available to assist students and to provide a comprehensive counselling program. Ms. Lohnes-Cashin, our school counsellor, is available to assist students in resolving problems that may be interfering with the realization of a happy, successful school experience.

Some of the specific services provided by the school's Guidance Program are as follows:

- a) Students can receive information on interpersonal relationships.
- b) Students can be provided with up-to-date information about career choices.

- c) Students can get assistance with difficult personal problems and referrals to outside agencies, if appropriate.

Ms. Lohnes-Cashin is our School Counsellor and is available most weeks on Tuesdays, Wednesdays and Fridays. One week per month, Ms. Lohnes-Cashin is at BJHS on Tuesday & Thursday. If you would like to book an appointment with Ms. Lohnes-Cashin, please see Ms. Varner or call (902)541-8260.

South Shore Regional School Board (SSRSB)

BJHS is a part of the South Shore Regional School Board, which comprises all schools in Lunenburg and Queens Counties. The main board office is located at 69 Wentzell Drive. The telephone number is 902-543-3000. The Superintendent is Scott Milner. A wide range of board information can be accessed through the South Shore Board's website which is: www.ssrsb.ca

School Advisory Council (SAC)

Our School Advisory Council (SAC) meets each month to provide advice on policies designed to improve the school and provide for a quality education. The council is made up of parents, students, staff, administration, and a community representative. Meetings are open to the public. Please contact the Office for SAC meeting dates/times or check our website.

BJHS is Non-Smoking

All School Board Property is designated as non-smoking, including all areas used during school functions, including the sidewalks and streets on the entire block on which the school is located.

Cell Phones

Students are expected to have cell phones on silent and out of sight during instructional time.

Valuables

Students should not bring valuable articles or large sums of money to school unless absolutely necessary, in which case the article or money should be left in the school office. Students are advised not to leave valuables or money in the locker rooms at any time.

Please do not leave book bags or personal possessions in the hallways unattended. Unattended book bags will be placed in the Lost & Found area near the school office and may be searched to determine the identity of the owner.

Lost & Found

From time to time, students lose personal articles. The school cannot accept responsibility for such losses, but an effort is made to see that such articles are returned to their owners. Students are urged to write their name on their belongings. Items found in the school should be taken to the school office. A lost and found area will be kept adjacent to the school office.

ACADEMIC INFORMATION

Academic Program

In the English Program, the required courses for Grades 7, 8 & 9 consist of English, Social Studies, Mathematics, Science, Physical Education, and Core French. In our French Immersion Program Mathematics, Science, Social Studies, and Language Arts are taught in French. BJHS is pleased to offer students electives in: Technology, Health, Music, and Art in 2017-2018.

Report Cards

Students in Grades 7-9 will follow a three-term cumulative assessment calendar. Report Cards are issued 3 times a year: November 27, March 29, and June 29th.

Program Support

Bridgewater Junior High School offers Program Support Services consistent with Provincial guidelines and the SSRSB's policies. Program Support services support the development of educational opportunities for children with exceptional needs. Adaptations are made to curriculum, methodology, facilities and equipment, or materials. Students may require services on a short or long-term basis. Whenever possible, students are integrated with students at the appropriate level. The School Program Planning Team accepts referrals from parents, teachers or students where a student is experiencing difficulty and may require support. The School Program Planning Team meets weekly.

Academic Awards

An Academic Awards Night is held annually. This celebration is scheduled for September 20, 2017 to recognize the academic accomplishments of those students who were in Grades 7 & 8 during the 2016-2017 Academic Year. Parents, guardians and friends are invited to attend these events.

Honours Policy

Students have achieved "Academic Honours" when their average is 85% or above in English/Francais and four other courses with no failing grades.

Textbooks

School-owned textbooks will be issued to all students. Students who lose, damage or deface textbooks will be billed for the replacement cost of the book. Electronic textbook codes will be provided as available by classroom teachers.

Extra Help *New for 2017-2018*

Students having difficulty in a subject or subjects are urged to bring their concerns to their subject teachers. **New for 2017-2018, Ms. Spencer will offer Extra Help in our Cafeteria after school from 2:30-3:15pm on Tuesdays & Thursdays.** All students wishing to study, finish homework or receive extra help are welcome to attend. Teachers may request a student attend Extra Help with advance notice.

Students who are regularly experiencing difficulty at school can complete a referral to the Program Planning Team which will make recommendations for additional forms of support. Referrals to our School Program Planning Team (PPT) may be made by students, teachers, and parents or guardians.

Referral forms are available in the Main Office. The Program Planning Team meets weekly to review student progress and to design supports to student programming where necessary.

EXTRA-CURRICULAR ACTIVITIES & SPORTS

We strongly encourage all students to be involved in the many activities at Bridgewater Junior High. Our school offers a varied program of extra-curricular activities and clubs, such as Students' Council, DJ club, Yearbook, MINGA, and sports. Each year new clubs and activities are added to address student interests.

If you have questions about becoming involved in any group, activity, or sport, please just ask a teacher or stop by the Office.

Students' Council

BJHS Students' Council is a great introduction to leadership for our students. This council serves as a communication link between the student body and the school administration. Any student interested in being involved in Students' Council should see Mr. Neaves.

Eligibility Policy

At Bridgewater Junior High School students wishing to participate, or continue to participate in, any school extracurricular activity must be a "student in good standing".

Being "student in good standing" means:

1. Excellent attendance.
2. Commendable effort in all subjects.
3. Acceptable behaviour in and out of class.
4. Payment of the appropriate user fees before the second game of the season, unless extenuating circumstances exist. (Please see an administrator if payment is an issue)

Participants must continue to be a "student in good standing" throughout the season/duration of the club/group activity. Regular checks regarding the "student in good standing" status of participants will be carried out by Ms. Spencer. If a student is deemed not "in good standing", a meeting between the student and the administration will be initiated where the status of the student athlete/activity participant will be determined. Consequences such as probation, short or long-term suspension from the team/activity will be considered and may be put in place. The coach and/or advisor will be informed.

Music/Band

All BJHS students have the opportunity to participate in our music program for academic credit and/or through our band program. Band opportunities will be available.

Dances

During the school year there will be dances sponsored by the school. All students should be aware of the school policy regarding school dances. These dances are intended for the enjoyment of BJHS students and their signed-in guests.

The main regulations are as follows:

1. Any student found to be under the influence of alcohol and/or drugs at ANY school dance in the SSRSB will be suspended from school and extra-curricular activities. Parents/guardians will be notified, and the matter may be reported to the police.
2. Any student caught smoking at the dance will be asked to leave the dance immediately. Disciplinary consequences will be applied.
3. Students involved in any aggressive behaviour (i.e., fighting, abusive language, etc.) toward other students or staff will be asked to leave the dance. Disciplinary consequences will be applied, and parents/guardians will be notified. Depending on the circumstance, students involved may be reported to the police for further investigation.
4. Any student found to have damaged any school property will be expected to pay for all damages on a cost-recovery basis. Parents/guardians will be notified. Any incident of this nature may be reported to the police, and students may be suspended from school.
5. Students who are absent from school on the day of the dance without a valid excuse will not be permitted to attend the dance. Students on suspension will not be permitted to attend any dance in the SSRSB.

Guests planning to attend a dance must be signed in through the main office within established guidelines. Administration contacts each school to determine whether a guest is eligible to attend our dances. BJHS students may sign in up to 2 guests per dance and must attend the dance themselves.

Teachers present at each dance are volunteering their time as chaperones and to assist the school to make the dance a success. Please be respectful of their time and commitment. Without chaperones, dances cannot be held.

Fundraising Events

Our main fundraiser is the "Viking Voyage" Walk-A-Thon in September. Proceeds from this fundraiser support extra-curricular activities at school such as clubs, guest speakers, sports, and groups. We ask everyone to get involved: students, staff, parents, and the community at large. We encourage all our Vikings to actively participate.

Sports

BJHS usually fields teams in golf, soccer, cross-country, volleyball, basketball, hockey, curling, cheerleading, badminton, softball, and track & field. All sports teams must abide by the regulations set by the Nova Scotia School Athletic Federation (NSSAF), the governing body for all school sports.

Every attempt is made to protect team members from physical injury. All students taking part in strenuous athletic activities are urged to have a complete physical examination at the beginning of the school year.

A fee is charged for participation on interscholastic teams to offset the cost of referees, tournament fees, and travel. Students are asked to pay team fees by the second game of the season in order to play. If extenuating circumstances exist, alternative arrangements may be made through communication with the administration. Please do not hesitate to contact us if resources are an issue.

Extracurricular privileges may be withdrawn for students who do not pay team fees (or make arrangements with administration) or return uniforms on time. Uniforms should be washed in cold water and immediately hung to dry.

100% of our athletic coaches are volunteering their time, energy and expertise to offer students a positive learning experience through sport. Our coaches make a valuable contribution to our school community and we value their support tremendously. If parents/guardians have concerns about their child's participation in school sport, please contact our administration to voice these concerns by calling our office at (902) 541-8260.

Yearbook

Each year, the Yearbook preserves the memory of the school year in an annual publication. The editor is chosen through an application process, and photographers are determined early in the school year. Dates for ordering and the price of the yearbook are announced early in the school year.

DIGITAL TECHNOLOGY

BJHS supports the use of technology to support the goals and outcomes of the Nova Scotia Department of Education and Early Childhood Development as set out in the Public School Program.

BJHS also recognizes the need for caution in the access and use of the Internet services by students and staff. As in all communications media, some individual actions and motives may be harmful, or dangerous to students.

SSRSB Policy #249, "Responsible Use of Technology and the Internet" (2012):

PRINCIPLES

1.1 The South Shore Regional School Board believes that:

- 1.1.1 access to technology and the Internet provides students and staff with enhanced learning opportunities.
- 1.1.2 the responsible use of technology and the Internet is a shared responsibility among the school, families, and students.
- 1.1.3 students need guidance and support in using digital media while in school
- 1.1.4 schools must ensure that unacceptable conduct is addressed in accordance with provincial policy.

2.0 RESPONSIBLE USE

- 2.1 The use of technology and the internet includes a responsibility of use in a respectful way. Regardless of technology ownership, students and staff should strive for exemplary digital citizenship.
- 2.2 It is expected that teacher will provide an appropriate level of support and supervision to students when they are using technology and the Internet.

3.0 UNACCEPTABLE USE AND CONSEQUENCES

- 3.1 Some examples of unacceptable use of technology and the Internet are:
 - 3.1.1 using disrespectful language or images
 - 3.1.2 illegal activities
 - 3.1.3 bullying
 - 3.1.4 disrupting the learning environment
 - 3.1.5 creating undue stress on the bandwidth
 - 3.1.6 violating copyright laws
- 3.2 A student who uses technology and the Internet in an unacceptable manner while in school is subject to appropriate disciplinary action, in accordance with the applicable disciplinary procedures, the school's Code of Conduct, and SSRSB Policy 204: Regional Code of Conduct.
- 3.3 Teachers and other SSRSB staff who use technology and the Internet in an unacceptable manner while at work are subject to appropriate disciplinary action, up to and including discharge.
- 3.4 Violators may lose access to Networks.
- 3.5 Law enforcement agencies may be involved, depending upon the circumstance of the violation.

Smart Phones

We encourage the use of electronic devices for academic purposes at Bridgewater Junior Senior High School. Personal use of cell phones during instructional time, during assemblies, or during a school emergency (unless directed by a staff member) is inappropriate behaviour.

DIGITAL CITIZENSHIP AT BJHS

BJHS is dedicated to promoting the values of **good digital citizenship**.

We agree to **respect ourselves** and each other in our daily use of technology.

We agree to **protect ourselves** and each other in our daily use of technology.

We agree to **respect and protect our intellectual property** and the **intellectual property of others** in our daily use of technology.

PROTECT MYSELF

I will ensure the information, images, and material I post online will not put me at risk.

I will not publish my personal details, contact details, or a schedule of my activities.

I will report any attacks or inappropriate behaviour directed at me.

I will protect passwords, accounts, and resources.

If I am meeting someone in the real world that I have met online, I will discuss it with people I trust, such as parents, colleagues, or friends, and never meet them alone.

PROTECT OTHERS

I will protect others by reporting abuse.

I will not forward inappropriate materials or communications.

I will not visit sites that are degrading, pornographic, racist, or inappropriate.

RESPECT MYSELF

I will show respect for myself through my actions.

I will select online names that are appropriate.

I will consider the information and images I intend to use before I post online.

I will consider what personal information about my life, experiences, experimentation, and relationships I post.

I will not be obscene.

RESPECT OTHERS

I will show respect to others.

I will not use electronic mediums to flame, bully, harass, or stalk other people.

I will show respect for other people in my choice of websites.

I will not visit sites that are degrading, pornographic, racist, or otherwise inappropriate.

I will not abuse my rights of access or enter other people's private spaces or areas without permission.

RESPECT INTELLECTUAL PROPERTY

I will request to use the software and media others produce.

I will use free and open-source alternatives rather than pirating software.

I will purchase, license, and register all software.

I will purchase my music and media, and I will refrain from distributing these in a manner that violates their licenses.

I will act with integrity.

I will request permission to use resources.

I will suitably cite any and all use of websites, books, media, and so on.

I will validate information.

I will use and abide by the fair use rules.

Disclaimer

Use of any information obtained via the Internet is at the user's own risk.