

## Student Services

### Technology @ Heights Secondary School

#### Code of Digital Conduct

*Acting Responsibility in a Digital World—I will act will act with integrity*

##### Respect Yourself

- I will respect myself through my actions.
- I will ensure the privacy of my own information.

##### Protect Yourself

- I will not post information that will put me at risk.
- I will report any attacks or inappropriate behavior directed at me.
- I will protect my passwords, accounts and resources.

##### Respect Others

- I will show respect for others.
- I will not use electronic media to insult, bully, harass or stalk other people.
- I will not visit sites that are degrading, pornographic, racist or inappropriate.
- I will not access other people's personal spaces or areas.

##### Respect Others

- I will protect others by reporting abuse and not forwarding inappropriate communications or materials.

##### Respect Property (Intellectual and Technological)

- I will verify the accuracy of information.
- I will request permission to use resources and cut all references to websites, books, media, etc.
- I will use Board technological property only for legal activities.
- I will not disrupt the activity of Board equipment.
- I will not violate the security of Board equipment.

##### Protect Property (Intellectual and Technological)

- I will purchase my music and media and will refrain from distributing media in a manner that violates licensing.

*I understand that failing to follow this code will include consequences consistent with the School's Code of Behavior and the WRDSB Responsible Use Procedure (RUP) (AP4070).*

## Electronic Communication Devices

The use of a range of communication technologies continues to increase in our schools. As the technology has expanded at an alarming rate, so have the implications related to safety, privacy and intrusion in our school and communities.

The use of the Internet, social media, and text messaging for bullying and harassment is a serious problem increasing in magnitude. These activities have an impact on the school climate, and affect the safety and learning environment at the school. Communication devices also have the potential to be used for academic dishonesty.

**Smart phones must be powered off and out of sight when in class. Students may use cell phones in the non-teaching areas of HHSS.** Cell phones may be used in these non-teaching areas before school, at lunch, and after school or when the student has a scheduled spare period. Cell phones are not to be used during class time, unless otherwise instructed by the classroom teacher.

Electronic Communication Devices may be used in the school, but only at the discretion of the classroom teacher. The teacher, depending on the nature of the course and the rules established in the class, has the discretion to allow these devices. **Students who continue to be non-compliant with the rule established by the teacher will be referred to the administration.**

## Communication

### **School Website: [hrh.wrdsb.ca](http://hrh.wrdsb.ca)**

The school website can be accessed through any browser or mobile device. School communications, contact information, events and links to teacher sites can be found on the school website.

### **Twitter: @HHSSHuskies**

The school uses twitter to communicate day-to-day school activities as well as re-tweet WRDSB posts pertaining to schools in general. If you have a Twitter account you can follow @HHSSHuskies or you can visit the school website and read the Twitter feed on the home page.

## Technology

Students have access to desktop computers, mobile technology, cloud storage and printing capabilities. In order to access these devices and services, all students have been given Student Accounts.

# Student Accounts

## SchoolConnect Accounts

### SchoolConnect Computers

Every student has a Student Account that gives them access to the desktop computers located in the computer labs. **Students must log into their SchoolConnect account before any of the other devices or applications and logons can be used.**

### SchoolConnect Login:

Student Username: First four letters of their last name + first initial of their first name + last four digits of their Student ID number (found on their timetable or student card)

Student Password: Student ID number (do not use the '0' if the Student ID starts with that). Students must change their password that meets the following criteria:

*Password must contain at least 1 upper case and 1 lower case letter, 1 number and must be at least 8 characters long.*

## Google Accounts

### WRDSB Google Account:

Students have also been given a WRDSB Google account. This account will give students access to Chromebooks, Google Drive, Google Classroom and Google Scholar. All these accounts are managed by WRDSB. Students have unlimited space in their Google Drives which can be accessed by any device connected to the internet.

### Google Account Login:

Username: SchoolConnect Username@googleapps.wrdsb.ca

Password: Same as SchoolConnect Password

### Email:

#### Waterworks (Student E-mail)

Students have access to an e-mail service called WaterWorks. E-Learning students will need to log into their Waterwork to access course materials.

Student WaterWorks username: SchoolConnect [username@ins.wrdsb.ca](mailto:username@ins.wrdsb.ca)

Password: Same as SchoolConnect Password

### Gmail:

With their WRDSBGoogle Account, students have access to Gmail. Students use the same credentials as logging into their WRDSB Google.

## Passwords:

Every 90 days, students are required to reset their passwords. Students will receive an email through GMAIL to inform them they must change their password.

To change your password online, students must register their account at [mypassword.wrdsb.ca](https://mypassword.wrdsb.ca) while their current password is still active.

1. Go to [mypassword.wrdsb.ca](https://mypassword.wrdsb.ca)
2. Click on 'About Me' to register or update your profile  
*Please note: You cannot change your password online unless you have filled out your profile under 'About Me'*
3. If your password has not expired and you have not forgotten it click on 'Change Password'
4. Your new password must meet the following criteria:
  - a. Must be at least 8 characters long
  - b. Must contain an upper case, lower case as well as a number and/or special character
  - c. Must NOT contain your name, last name or user ID
  - d. Cannot be a password you have used previously
5. If you have forgotten your password or it has expired you can click on the 'Forgotten or Expired Password link. You will be prompted with one of your security questions. Answers are case sensitive.
6. Once a password has been changed, go to [google.wrdsb.ca](https://google.wrdsb.ca) and type in your username & new password to 'initiate' your account.
7. If you have a Chromebook, delete your profile from the Chromebook and log in with your new password.

## Printing:

All students receive \$2.50 at the beginning of each school year. Should students require additional Print Credits, they can purchase more by filling out and depositing the Print Credit envelop located in the library. Print Credits are updated on a daily basis immediately following O Canada.

## Accessing files from Home

Students have two options for accessing files from home computers.

1. First, they can save their work to Google Drive using their WRDSB Google account.
2. Second, they can access the files by using "WRDSB MYFILES". To access "WRDSB MYFILES" students can visit <https://myfiles.wrdsb.ca> or click on the link on the school homepage under the "MYWAY" link.