



# Policy

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No. 210

## INFORMATION AND TECHNOLOGY MANAGEMENT ACCEPTABLE USE

### 1. Definitions

- 1.1 District Electronic Resources: All hardware (computers, printers, scanners, and other peripheral devices) as well as related software.
- 1.2 District Network: Is comprised of school LANs ( local area network), administrative offices, and the district WAN (wide area network).
- 1.3 District Network Accounts: Allows access to the district network. Including the Internet, email and related resources.
- 1.4 Personal Electronic Devices and Accounts: Any personal technical device, such as PDA's, cell phones and blackberries (where applicable), laptop computers, peripherals, video games or related hardware and/or software as well as personal email accounts (e.g. Hotmail).

### 2. Procedure Statement

School District No.87 recognizes that, new technologies change the way we access, communicate and share/transfer information. Those changes need to be managed and monitored. It is acknowledged that the nature of the technology and the manner in which it is currently accessed makes it impractical to monitor it's use at all times. The burden of responsibility therefore lies with individual users to ensure that at all times they make appropriate use of all electronic information resources, consistent with the intent of this procedure.

All district technology resources are to be used in a responsible, ethical, and legal manner. Any individual who logs on to the district network is responsible for all activity associated with their account. Failure to adhere to this procedure will result in revocation of the user's access privileges.

### 3. Procedure

Prior to allowing access to the Districts' LANS, WANS , and the internet each school or site will clearly communicate with students, parents and staff the purposes, benefits and risks associated with the use of this resource.

- 3.1 The Principal or his or her designate shall ensure that Acceptable use forms are signed by the student and his/her legal guardians. These forms will be kept on file at each school.
- 3.2 The employees must sign an Acceptable Use form at the time of hiring. The Administrator/Principal of each site should annually review this form with staff.

#### **4. Alerts:**

- 4.1 All District network accounts may be examined by the School District without notice to the account holder to ensure compliance with this procedure.
- 4.2 All email both incoming and outgoing, may be examined at any time by the school/district to ensure compliance with this procedure.
- 4.3 No student shall have access to the school computer network unless authorized by a teacher or other designated staff member.

#### **5. Access to the School District Network**

The use of the District computer network resources is a privilege, not a right. Inappropriate use may result in the loss of this privilege and, depending on the nature of the offence, further action may occur including, but not limited to, notification to the RCMP.

- 5.1 The School District and/or the school principals will determine what is deemed inappropriate use as per the guidelines.
- 5.2 Employees may use the District network outside of scheduled hours of work, provided that such use is consistent with professional conduct and is not used for non school district or business purposes.

#### **6. The use of School District Network Resources**

Use of the network should be consistent with the educational objectives of School District and used in ways that comply with the intent of this procedure and legal and ethical standards.

- 6.1 Unacceptable personal use includes, but is not limited to:
  - 6.1.1 Intentional access to sites which contain information that is pornographic, racist, sexist, malicious, vulgar, immoral, or promotes

or fosters hatred or illegal activities as well as any other sites that are prohibited by the school administration and/or school district.

- 6.1.1 Playing non-educational online games.
  - 6.1.2 Using instant messaging programs ( MSN etc.).
  - 6.1.3 Downloading and/or installing movies, games or music files.
  - 6.1.4 Using the computer network resources for commercial or financial gain.
  - 6.1.5 Sending or displaying offensive messages or pictures.
  - 6.1.6 Use of impolite, abusive or obscene language.
  - 6.1.7 Harassing, insulting or attacking others.
  - 6.1.8 Accessing unauthorized computer systems, folders and files.
  - 6.1.9 Physical damage to computer systems, networks equipment by the spreading of computer viruses.
  - 6.1.10 Intentional damage to computer systems, networks equipment or peripheral devices.
  - 6.1.11 Installation and use of any Peer to Peer programs (Kazaa, Limewire, etc.)
  - 6.1.12 Students may not order or purchase personal resources online.
- 6.2 All account holders shall make the security of the network a priority.
- 6.2.1 The individual account holder is responsible at all times for its proper use and will be held accountable for any misuse.
  - 6.2.2 If an account holders password is known to anyone else, or if there is a reason to suspect that someone has access to his/her password, the user must inform the School District and request that his/her password be changed.
  - 6.2.3 Use of network accounts by anyone other than the registered account owner is prohibited. If someone other than the registered user is using an account, both the unauthorized user and the register owner may have his/her accounts disabled, and his/her computer/network privileges suspended.
  - 6.2.4 To "hack" or "crack" or attempt to access any computer, network, system, software program, or data file to which the account holder does not have authorization, is strictly prohibited and will lead to immediate revocation of computer privileges.
  - 6.2.5 The use of any administration login and password is strictly prohibited and will lead to immediate loss of computer/network privileges. If a user is aware of other users knowing any of these

passwords, he/she must report this to the school administration immediately.

6.2.6 Users shall ensure they have logged off before leaving a computer.

6.3 No user is permitted to install any software program without the permission of the School District.

6.4 When using any email program, users must follow proper email etiquette.

6.4.1 General Comments:

6.4.1.1 All email communication is to be of a professional nature.

6.4.1.2 Use of profane, harassing or otherwise inappropriate language is forbidden.

6.4.2 Proper etiquette includes:

6.4.2.1 Messages which are respectful in nature and appropriate in content whether the communication is between students, between staff members or between students and staff.

6.4.2.2 Messages whose language is of the same standard as other forms of communication used within the school setting.

6.4.3 Users must not:

6.4.3.1 Access another user's email without his/her permission.

6.4.3.2 Create and/or forward chain letters or other unsolicited or unwanted messages.

6.4.3.3 Create and/or send email with the purport to come from another individual (commonly known as "spoofing", or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses or organizations).

6.4.3.4 Participate in, or subscribe to non school-related mailing lists, newsgroups, chat services, electronic bulleting boards, or any other association or service which would cause a large number of emails or other electronic messages to be sent through the District's computer network.

6.5 Transmission or use of any material that is in violation of Canadian or Provincial laws, or of School Or School District Policy or Administrative

Procedures is prohibited and will be reported to the appropriate school or law enforcement agency.

6.5.1 Use or transmission of inappropriate material constitutes grounds for termination of all computer/ network access.

6.5.2 Inappropriate transmissions includes, but are not limited to:

6.5.2.1 Unauthorized copying, reproduction, downloading , use or transmission of files, programs, data, documents or information protected by copyright, trademark, trade secret, or by licensing agreements, user agreements, or similar contracts. This includes the downloading of illegal MP3 files, games and other software programs, and the duplication/ burning of CD's and DVD.

6.5.2.2 The downloading, copying, reproduction or transmission of threatening or obscene materials or materials demonstrating antisocial behaviors or activities.

6.5.2.3 The transmission of materials associated with commercial activated.

6.5.2.4 The transmission of materials/messages relating to or in support of illegal activities.

6.5.2.5 The use or transmission of materials used for political lobbying.

6.6 Use of personal electronic devices:

6.6.1 The following governs the use of personal electronic devices:

6.6.1.1 At no time will the use of any of these devices invade or infringe upon the personal privacy or safety of any member of our school district's community.

6.6.1.2 At no time will the use of any of these devices interfere with the learning environment in the classroom or the school.

6.6.2 Students may not use PDA's, cell phones or blackberries (where applicable) or other personal devices during instructional hours.

6.6.3 Laptop computers are not to be connected to the District Network without prior approval from the School District.

6.6.4 Infractions of the above will be dealt with by the classroom teacher or principal, as appropriate.

## **7. Internet and Email Safety**

The District's primary concern when providing Internet access and email to students is that of student safety, security and sensibilities are not compromised. Despite this it is not possible to absolutely guarantee that students will never access inappropriate sites or material while using district technology. It is understood that schools, staff, students, and parents have a responsibility to provide the safest environment possible for students.

In order to support our students and build their understanding of being "technically safe"

7.1 School and school staff will:

- 7.1.1 At a minimum, semi-annually review Internet and email safety procedures with all students and maintain a record that the review has occurred.
- 7.1.2 Use only teacher previewed and approved Internet sites with primary students.
- 7.1.3 Assist students to understand that the Internet is an "open" environment and that some of the information available may be controversial, offensive, and/or inaccurate.

7.2 Students will:

- 7.2.1 Never give out personal information such as their name, age, home address, telephone numbers, photograph, their parents' or guardians work address or telephone number or the name or location of the school over the Internet or through email.
- 7.2.2 Never give out personal information of others over the Internet or through email.
- 7.2.3 Immediately inform their parents, guardians or a member of the District staff if they come across any information on the Internet or in an email that makes them feel uncomfortable.
- 7.2.4 Not respond to any email or other messages which makes them feel uncomfortable.

7.2.5 Never agree to meet someone in person for whom they have "met" online without parental knowledge, permission and supervision.

7.2.6 Never agree to send or accept any item to or from a person whom they have "met" online without parental knowledge, permission and supervision.

7.2.7 Will immediately exit inappropriate sites while on the internet and notify teacher/principal of incident that occurred.

7.3 Parents are encouraged to review the above with their child/children several times each year or as appropriate for the child/children.

## **8. Penalties for Non-compliance of any network procedure**

Depending upon the severity of the infraction the penalty for the breaking of any part of the Acceptable Use Procedure will be based on a five level scale of enforcement subject to the discretion of the school administration, and/or the School District.

8.1 Verbal Warning and/or appropriate consequence

8.2 Three day suspension of network privileges

8.3 One week suspension of network privileges

8.4 Semester/year/permanent suspension of network privileges

8.5 Legal action

## **9. Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect.

The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruption of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system.

The District will not be responsible for financial obligations arising through the unauthorized use of the system.

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## **10. Practices & Procedures for Implementation at the School**

- 10.1 Schools must have a process to ensure that all students and their parents/guardians sign the Authorization for Computer network access in accordance with this procedure. Before a student is issued access to technology, the principal or his/her designate will ensure that the student has read and understood the responsibilities and requirements as outline in this procedure, as well as risks associated with providing personal information to other internet users.
- 10.2 Schools must have a process for storing the completed forms.
- 10.3 Prior to allowing access to technology and the internet each school will clearly communicate with students, parents and staff the purposes, benefits and risks associated with the use of this resource.
- 10.4 Principals are responsible for ensuring each year that parents are made aware of the capabilities of the internet and risks associated with it. This can be done through newsletters, PAC meetings and/or parents meetings.
- 10.5 All employees must have a signed 'Acceptable Use' form in their personnel file. Each new employee must sign that form at time of hiring. The principal or administrator of each site should review this form with staff annually and a dated record that the form was reviewed with staff and the list of staff members present must be retained by the principal or administrator.

## **11. District Computer Network/Internet User Agreement**

We are please to offer the students and staff of School District No.87 access to the district computer network, and Internet. Our computer networks are an educational tool to facilitate learning. These networks provide users with the opportunity to prepare for the technological world in which we live, and provide access to online resources enabling integration in all areas of learning. To use these resources, all users must sign and return this form, and those under 19 years of age must have parental permission.

Please read and complete the attached document carefully, review its contents with your child(ren) and sign and initial where appropriate.

Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school Principal or the District staff person overseeing Technology. A copy of the school districts technology and management procedure can be obtained on the district website [www.sd87.bc.ca](http://www.sd87.bc.ca) at your school or the board office.

## General Network Use

The network is provided for students and staff to conduct research, complete assignments, and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

## Internet

Access to the Internet will enable students and staff to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate SD 87 - District Computer Network/Internet Use Agreement material available on the internet.

The benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents, and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. School District No. 87 will support and respect each family's decision in regards to technology access.

Student work may be considered for publication on the World Wide Web. Where such publishing identifies the creator, it requires parent/guardian permission. Unidentified photos (related to student achievements and participation in school activities) and student projects may be published on the districts website. If you do not want your child's photo or work to be published on the website, please indicate this on the parent permission form.

Date: 09.06.04





**Student Authorization for Computer Network Access &  
World Wide Web Publishing  
Grades K-5**

*This form must be completed annually.*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian

- By signing below, I certify that, together my child and I have reviewed the rules regarding use of the District's computer network.
- I have made sure that my son/daughter understands what is expected of students when using the school's computer network.
- I acknowledge that should I wish to terminate my child's computer network and Internet privileges, I must do so in writing to the school administration.
- By signing this form I acknowledge that my child cannot be monitored at all times when using the computer.
- As well, it is possible that at some time my child may access inappropriate sites while doing research on line.

**Please check all areas which apply:**

- I **do** give permission for my son/daughter to participate in using the school's computer network which includes access to the Internet.
- I **do not** give permission for my son/daughter to participate in using the school's computer network which includes access to the Internet.
- I **do** give permission for my son/daughters photo, no name attached to be published to the World Wide Web, in school newsletters and other media (newspapers, magazines etc.).
- I **do not** give permission for my son/daughters photo, no name attached to be published to the World Wide Web, in school newsletters and other media (newspapers, magazines etc.).

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**Student Authorization for Computer Network Access &  
World Wide Web Publishing  
Grades 6-12**

*This form must be completed annually.*

Student Name : \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Section**

- I have read, or have had explained to me, the rules regarding the use of the Schools District computer network.
- I agree that I will follow these rules when I use the School Districts computer network.
- I understand that if I use the School Districts computer network in a way that violates these rules, I can be disciplined.
- I understand that discipline may include not being allowed to use computers, detention, suspension from school, etc.
- I understand that School District staff and administration may check and see what I am doing or what I have done on a computer, to make sure I follow the rules.
- I understand that if I cause harm to the School Districts computer network (hardware/software), or to information or documents that do not belong to me, that my parents or guardians and I may have to pay the costs of any damage.
- By signing Below, I am showing that I understand this information.

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

**Parent/Guardian**

- By signing below, I certify that, together my child and I have reviewed the rules regarding use of the District's computer network.
- I have made sure that my son/daughter understands what is expected of students when using the school's computer network.
- I acknowledge that should I wish to terminate my child's computer network and Internet privileges, I must do so in writing to the school administration.
- By signing this form I acknowledge that my child cannot be monitored at all times when using the computer.
- As well, it is possible that at some time my child may access inappropriate sites while doing research on line.

**Please check all areas which apply:**

- I **do** give permission for my son/daughter to participate in using the school's computer network which includes access to the Internet.
- I **do not** give permission for my son/daughter to participate in using the school's computer network which includes access to the Internet.
- I **do** give permission for my son/daughters photo, no name attached to be published to the World Wide Web, in school newsletters and other media (newspapers, magazines etc.).
- I **do not** give permission for my son/daughters photo, no name attached to be published to the World Wide Web, in school newsletters and other media (newspapers, magazines etc.).

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Parent/Guardian Signature

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Date



## Employee District Network Usage Agreement

I, \_\_\_\_\_, acknowledge that, when I am granted access to the District Network to carry out my work, my use of the network will be conducted in an ethical and professional manner.

I agree that I will not use this access for personal use during scheduled hours of work.

\* I also agree that personal use will not include inappropriate behavior such as:

- Access to or downloading from offensive sites.
- Personal (non-work related) posting to Internet forums such as newsgroups or list serves.
- Activities that would be considered business use (using the network for personal financial gain, or commercial and/or private business transactions).

I understand that my use of the District Network is identifiable by the School District and acknowledge that it is my responsibility to ensure that my usage (viewing, creating, downloading, copying, forwarding, etc.) does not contravene any laws or regulations, including copyright and licensing issues and laws respecting obscene and discriminatory material.

I understand that my usage may be monitored without warning and that inappropriate usage may be cause for disciplinary action up to and including cancellation of contract, or dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Personal use, consistent with this policy, is permissible during prep periods or scheduled breaks.



## BCeSIS Usage Agreement

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The goal of this agreement is to help ensure network facilities are used in a responsible, efficient, ethical, and legal manner in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA), Ministry of Education and School District policies and procedures. Issues of confidentiality take on critical importance when it comes to electronic information systems.

BCeSIS provided a new level of communication regarding student information. Under no circumstances should user disseminate confidential personal information to anyone who is not covered by an acceptable use agreement. Great care must be taken even when sending confidential information to individuals who are covered by the acceptable use agreements. Security and confidentiality need to be extremely high concerns for all BCeSIS users.

Acceptable uses of the network are activities that are in compliance with those outlined in the attached Policy No. 17. In order to be issued BCeSIS access privileges, all users must have completed the BCeSIS training relevant to their positions and FOIPPA training. The person in whose name access is issued is responsible at all times for its proper use.

Access is made available only so long as the use complies with Policy No. 17, the information contained in this agreement, and other Ministry of Education and School District rules.

All use of BCeSIS may be tracked. Use of the system by any individual, may be monitored or reviewed by the school district or BCeSIS system administrator(s) without prior notice.

While privacy and confidentiality are paramount concerns for users of BCeSIS, it is also important that all users conduct themselves in a responsible and ethical manner while using BCeSIS.

### **DECLARATION OF UNDERSTANDING AND ADHERENCE**

I have read and understand the information contained in this agreement and I agree to abide by these terms. I understand that the school district, the Ministry of Education or its contracted service provider may monitor my use of the system and that my communications are not considered private. All communications may be recorded and stored for archival retrieval.

I understand that if I violate the terms of agreement, I could be subject to disciplinary action, including the loss of access privileges and other sanctions. Illegal acts may also subject users to prosecution by provincial and federal authorities.

Name: \_\_\_\_\_ School Location: \_\_\_\_\_

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