

SCHOOL DISTRICT NO. 48 (HOWE SOUND)

REGULATION SERIES 600 - EDUCATIONAL PROGRAM

R 604

INSTRUCTIONAL RESOURCES & SUPPORT

R 604.3

Acceptable use of computer systems

1. Acceptable Use Regulations pertaining to use of district Computers, peripherals, services and Internet access (collectively referred to as 'the system' in the following). This policy regulates the use of the system by all students, staff, volunteers or guests. Attached to this policy is a one-page summary to be displayed in computer labs or used as the basis for a user contract, at the discretion of the individual schools.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. With access to the internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. School District No. 48 has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials available on the Internet and users may discover controversial material. The Board believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals. Attached to this policy is an Internet authorization form that must be signed and returned to the school before a student is permitted to use the Internet.

2. Acceptable Use

The use of our system must be in support of education and consistent with the educational objectives and student and staff behavior standards of School District No. 48.

3. Unacceptable Use

The following is a guide to some uses that are not considered to be acceptable:

- 3.1. Commercial use of the system is prohibited.
- 3.2. Transmission or use of any material in violation of any board policy, National or Provincial regulation is prohibited. This includes but is not limited to: threatening, discriminatory or obscene material or material protected by patent, copyright or trade secret.
- 3.3. Use of the system to access obscene or pornographic material is prohibited.
- 3.4. Sending, linking to or otherwise making available material likely to be offensive, objectionable or pertaining to criminal skills or activities is prohibited.
- 3.5. Posting, transmitting or otherwise making available to others any information about another person or legal entity without that person or legal entity's permission is prohibited
- 3.6. Use of the system for political or religious fundraising or lobbying is prohibited.
- 3.7. Use of the system to forge any document or message is prohibited.
- 3.8. Attempting to obscure the origin of any message, transmission or file is prohibited.
- 3.9. Using programs that harass users, prevent access, investigate or infiltrate computer

REGULATION SERIES 600 - EDUCATIONAL PROGRAM

R 604 INSTRUCTIONAL RESOURCES & SUPPORT

R 604.3 Acceptable use of computer systems

systems and/or software components is prohibited.

- 3.10. The unauthorized installation of any software, device or file on School District 48 systems is prohibited.

4. Privileges

- 4.1. The use of the system is a privilege, not a right, and inappropriate use will result in a cancellation or suspension of privileges as determined to be appropriate by school or district staff in accordance with normal district discipline procedures.
- 4.2. Discovery of evidence of inappropriate use may result in the user's account being suspended pending an investigation by school administration.
- 4.3. School District No. 48 reserves the right to restrict the scope of access of users or groups of users.
- 4.4. Use of the system at each school requires authorization of the board.
 - 4.4.1. Students, staff, volunteers and guests may be required to sign an acceptable use agreement.
 - 4.4.2. Internet authorization is automatically granted once a signed Internet consent form has been returned to the school (See the related parental consent form).
 - 4.4.3. Authorization to use the non internet portions of the system is automatically granted once the user reads, understands and agrees to abide by the rules of use posted at the school (See the related user contract).

5. Network Etiquette

- 5.1. Users are expected to abide by the same standards of behavior online as are expected in all other school activities.
- 5.2. Use of chat rooms, instant messaging, and file-sharing services must be pre-approved by your principal.
- 5.3. Use appropriate language - inappropriate language includes swearing, racial slurs, vulgarities and any other language as defined by your school to be unacceptable.
- 5.4. The system cannot be used for political or religious purposes.
- 5.5. Unneeded files and E-mail messages should be deleted regularly from the system to conserve file space.
- 5.6. Use of the system must be conducted in such a way as to preserve the security of the system, not waste resources or deprive others of access to the system. Specifically:
 - 5.6.1. Do not access Internet radio stations or video services (Streaming audio or video) unless the use is education related and part of a current course of study.
 - 5.6.2. Do not engage in multi player network games where data is continuously exchanged among players.
 - 5.6.3. Do not download files unless they are required for a current course of study.
 - 5.6.4. Do not act as a file server to Internet users by sharing movies, music, software or other files from a desktop computer.
 - 5.6.5. Limit the use of the network for personal reasons to before 8:00 a.m. and after 4:30 p.m.
 - 5.6.6. Do not open any e-mail attachments without first scanning for viruses.

REGULATION SERIES 600 - EDUCATIONAL PROGRAM

R 604 INSTRUCTIONAL RESOURCES & SUPPORT

R 604.3 Acceptable use of computer systems

5.6.7. Do not open files obtained from the Internet without first scanning for viruses.

6. Security

- 6.1. Security of the system is a high priority. Any user identified as a security risk may be denied access to School District 48 systems pending an investigation by school administration.
- 6.2. Users must not share their account or password or leave their account open or unattended. Each user will be held responsible for the activity of their account.
- 6.3. If a user feels they can identify a security problem on the system, they are expected to notify the principal or teacher immediately and should not demonstrate the problem to other users.
- 6.4. Users who inadvertently violate any terms of this policy or who discover evidence of any violation must immediately report to the supervising teacher.
- 6.5. Users may not use another individual's account.
- 6.6. Attempts to bypass, defeat, reconfigure or overcome any security feature, content filter or other feature of the systems will result in disciplinary action.
- 6.7. Users may not install any software or connect any device including wireless devices to any school computers or network without permission of school administration.
- 6.8. Students are prohibited from accessing or attempting to access the system from anywhere other than a computer within the school that has been designated for student use. This does not apply to the district web server which students may access using a normal web browser from outside of the school.

7. Vandalism

Vandalism is any malicious attempt to harm or destroy any facility, equipment, software, setting, intellectual property or data.

7.1.1. Persons who vandalize school property will be expected to pay for damages.

7.1.2. Vandalism will result in disciplinary action.

8. Disclaimers

8.1. School District No. 48 makes no warranties of any kind, either expressed or implied, for the provided access.

8.2. School District No. 48 is not responsible for any damages incurred, including, but not limited to:

8.2.1. Loss of, or loss of access to: data, assignments, documents, records or services resulting from system failure, delays or interruption of service.

8.2.2. Loss of personal property used to access the system.

8.2.3. The accuracy, nature, or quality of information stored or gathered through district-provided access.

8.2.4. Unauthorized financial or personal obligations, costs or damages incurred through district-provided access.

9. Sanctions

9.1. Violations of any conditions of use described in this policy may be cause for disciplinary action.

REGULATION SERIES 600 - EDUCATIONAL PROGRAM
R 604 INSTRUCTIONAL RESOURCES & SUPPORT
R 604.3 Acceptable use of computer systems

9.2. When appropriate, law enforcement agencies may be involved.

10. Privacy

- 10.1. Electronic communications via the systems of School District 48 is not guaranteed to be private. System operators do have access to all mail and communications logs. Messages relating to prohibited activities will be reported to school administration. Messages relating to illegal activities will be reported to appropriate authorities.
- 10.2. School District 48 provided E-mail accounts and file storage areas are subject to district review at any time by District staff.
- 10.3. Email and network access is logged and the logs may be reviewed at any time by District staff. Section 6 of this policy specifies that users are responsible for the security of their account. Where a system log indicates a userid, the user will be held accountable for the logged activity..
- 10.4. Access to mail accounts, files and system logs will be provided to outside organizations as required by law or as deemed appropriate.
- 10.5. Email addresses of parents, students and staff that are collected for the purposes of School District 48 will not be shared with any organization not directly related to the educational goals of School District 48.