

## ACCEPTABLE INTERNET USAGE BY STUDENTS AND STAFF

### PREAMBLE

Electronic communications systems including computers, telecommunications devices and other forms of technology are providing opportunities for gaining interaction with a wide array of valuable educational tools, strategies and information resources. Much of this interaction takes place over the Internet.

### POLICY

The use of electronic communications systems, including the Internet, must be used only for those purposes that support the goals, objectives and activities as prescribed by the school. All users must be aware of their responsibilities with respect to acceptable use.

The Board is committed to providing a wide range of access to students, who are using school electronic communications systems. The responsible use of these systems is the overriding goal of this policy. The benefits of access to resources through the Internet and communications networks outweigh the risks involved, and the Board will encourage the use of electronic communications systems and the Internet to provide appropriate learning opportunities for all users.

### ADMINISTRATIVE PROCEDURES

#### 1. Definitions

“Electronic communications systems” include all electronic devices and related processes used for the purposes of transmitting, retrieving and storing of voice, data or graphic images. These devices include but are not limited to computers, servers, local area networks, intranets, the Internet, electronic mail systems, online conferences, chats, blogs, videoconferences, cell phones, digital cameras, video cameras and fax machines.

#### 2. RESPONSIBILITIES:

##### 2.1 Responsibility of the School

It is the responsibility of the Administration to:

- Inform parents of the educational benefits as well as the potential risks involved in communications with any persons using electronic communications systems.
- Provide parents with a standard Acceptable Use Agreement for parents/guardians and students to sign before students are given Internet access. This is usually given with the student’s registration form.
- Review rules for internet students with all students and require students and their parents/guardians to sign a *Student Use Agreement*.
- Provide a statement of consequences of inappropriate use, including taking appropriate disciplinary action when the policy or regulations are contravened.

## **2.2 Responsibility of the Teacher**

It is the responsibility of the teacher to:

- Review and comply with this policy.
- Maintain, monitor and communicate using the email account provided by the school.
- Follow best practices of social networking within the school community.
- Instruct all students in the nature of the risks involved in communicating with others through this medium, including not publicizing photos of or giving out personal information about oneself or others.
- Give students guidelines for minimizing risks (similar to safety instruction, meeting strangers).
- Monitor student use of the computer and the use of electronic communications systems and the Internet.

## **2.3 Responsibility of the Parent/Guardian**

It is the responsibility of the parent/guardian to:

- Be aware of the educational benefits of access to resources through the Internet and communications networks.
- Be aware of the risks inherent in that access, while encouraging safe and acceptable practices of use.
- Be aware of the consequences set out by the school for unacceptable and inappropriate use.
- Read the acceptable use guidelines and the school policy and regulations as they apply to electronic communications systems, as well as computer/Internet access. If a parent/guardian wishes to permit their son/daughter to have access to these tools, they must indicate their permission by signing the Acceptable Use Agreement.

## **2.4 Responsibility of the Student**

It is the responsibility of the student to:

- Sign the Acceptable Use Agreement in order to gain access to and use of electronic communications systems and understand compliance with this is a condition of access, and noncompliance will have consequences.
- If provided, protect access to their individual network accounts under the use of a private, personal password. Ensure that their personal password is not shared and agree not to use the password of any other individual.
- Conduct all his/her activities in accordance with the policies, regulations and guidelines set out for the use of school computers and electronic communications systems both during and outside of school hours.
- Conduct all activities in a responsible, ethical, legal and courteous manner.
- At the secondary level, students are required to bring a laptop to school every day.

### 3. SCHOOL RULES FOR INTERNET USE

There are school rules related to expected conduct, the use of appropriate language including making fair and respectful comments, and guidelines for responsible behaviour. "School Rules" related to using technology must also be followed. More specifically, without limiting the above, the following rules will be adhered to:

- Having access to use e-mail will be at the discretion of the school.
- Use of electronic communications systems will be for lawful educational purposes only.
- Students will handle with care and consideration any electronic communications equipment, so as to avoid or minimize any physical damage or damage to data.
- Students will use every effort so as not to corrupt the files or systems of other users.
- Students will respect the privacy of other users.
- Students will use language that is not considered offensive or threatening to others.
- Students will avoid receiving, keeping or distributing inappropriate materials, including material that is obscene, pornographic, sexist, racist, belligerent or harmful to others. (cyber-bullying)
- Students will inform their teacher or principal if they come across any sites, material, information or situations that they believe contain inappropriate material.
- Students will not use the school resources (time, network) to engage in any social networking with persons outside our immediate school community.
- Students/staff will not distribute personal information about themselves or anyone else through the school server including names, school, interests, extracurricular activities, home or school address or phone numbers. Students may however, post school projects and work on the Internet, as approved by their teacher.
- Students will only use what they believe to be authorized, legal copies of information and software.

-If provided, students agree to keep any network service password secret and agree that they will not use someone else's password to access the system.

-Regarding Plagiarism and Copyright:

-Students will agree that they will not copy any information and claim it as their own.

-Students will ask the original author for written permission to use the graphics or any copyrighted works, including works of art, compositions, text, symbols, sayings, cartoons, excerpts, and quotations.

-Students agree that they will give written credit for sources of information for their work.

4. CONSEQUENCES OF INAPPROPRIATE INTERNET USE

The consequences for breaking any rules that apply to use of any electronic communications system, include but may not be limited to the following:

- Loss of privileges to access and use any electronic communications systems.
- Possible disciplinary action through the School Code of Conduct.

**The school reserves the right to refuse access to the network to any device, which is deemed a security risk.**