



Administrative Procedure: Acceptable Use Of Computers by Students

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Student Responsibility

Students shall be responsible for appropriate behaviour on school networks just as they are in a classroom or a school hallway. In order to ensure proper use, students shall:

1. Use the internet in schools under teacher supervision.
2. Obtain permission from the teacher before using the internet.
3. Observe standards of common courtesy and respectful behaviour consistent with the practices and policies of the Board and the school when sending or publishing messages or other information.
4. Acknowledge sources by using appropriate citation methods.
5. Obey the Copyright laws.
6. Promptly exit any site which is transmitting any information, sound, graphic or other material that is unacceptable and immediately report any such accidental visit to the teacher.
7. Observe the Kids' Rules For Online Safety (Appendix B).
8. Not alter, change or reconfigure hardware or software, or other students' files.

Board Responsibility

It is the policy of the Board to support reasonable electronic access by students, to a wide range of information resources and the development by staff of appropriate skills to evaluate and integrate such resources in the school's curriculum. The Board shall:

1. Provide internet access under the supervision of teachers in schools.
2. Provide user ID's to students, if applicable.
3. Monitor use and electronic data, when necessary, on the Board's resources.
4. Train staff in use of the internet and provide resources to help staff guide students on appropriate use.
5. Although the Board and staff attempt to provide barriers and promote prudent use, there are sites containing material that is illegal, defamatory, racist, sexist, adult-oriented, inaccurate, or potentially offensive to some people, that might be accessed inadvertently, or otherwise.

School Responsibility

The school shall facilitate access and ensure appropriate use of all information technology and shall:

1. Ensure that the internet is used in schools under the supervision of a teacher.
2. Ensure that all students, parents, teachers and persons working with students, are aware of students' responsibilities.
3. Collect and maintain the completed Student Agreement Form (See Appendix A).

4. Monitor students for appropriate use and behaviour as defined in this document.
5. Deal with student infractions of the Acceptable Use Policy in a manner consistent with the school code of behaviour.
6. Instruct users in the mechanical and ethical use of all information technology.
7. Ensure that any information posted to the internet, is consistent with the Municipal Freedom of Information and Protection of Privacy Act, 1989.

Terms & Conditions

Educational Purposes

The use of all information technology shall be in support of educational endeavors and be consistent with the curricular objectives and mission of the Board and the school. Ownership and transmission (receiving or sending) of any material in violation of any Canadian or Ontario regulation is prohibited. This includes, but is not limited to: copyrighted material; threatening, offensive or obscene material; material suggesting pornography, racism or sexism.

Use of the Board's information technology and internet access by '>for profit' institutions is not acceptable. Use of product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

Agreement Form

All Board students may use all information technology under the terms defined in this policy and upon completion of the Agreement Form. Completed agreement forms are to be returned to the appropriate school secretary. These forms must be stored in the office OSR and reviewed each year to ensure that all students have a completed form on file.

Privileges

The use of information technology is a privilege and breach of any terms and conditions may result in a cancellation of those privileges and further disciplinary action.

The Board shall deem what is appropriate use, based on the guidelines outlined in the Acceptable Use Policy and Regulation and its decision shall be final. The administration

and staff may request the system administrator to examine, deny or suspend use and related technology.

Technology Etiquette

Users are expected to abide by the generally accepted rules of technology etiquette. These include but are not limited to the following:

- **Politeness** - No abusive or offensive messages are to be written, displayed or sent to others.
- **Use of Appropriate Language** - Swearing, using vulgarities or any other inappropriate language are unacceptable.
- **Privacy** - Students shall not give out their name or any information that identifies who they are or where they live. Students shall not give out their name or location of their school. Students shall never agree to meet with someone they have met and communicated with on the internet, without first obtaining parent/teacher approval and having that person accompany them.
- **Respect For Others** - Students shall not use technology in a disruptive and/or selfish way (ie. downloading files during prime time, annoying other users).
- **Recognition** - All communications and information accessible via the internet, must be assumed to be private property and therefore, subject to copyright restrictions.

Reliability

The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board shall not be responsible for any damages suffered by a user. This includes loss of data resulting from equipment failure, delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or user's errors or omissions. Use of any information obtained via the internet is at the user's risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. A user who feels that he/she can identify a security problem on the internet, must notify a system administrator. Users shall not:

1. Create, share with, or demonstrate to others, a security problem.
2. Use another individual's account, or alter or delete other students' files.
3. Give one's password to any other individual. Students will be held responsible for all actions taken using their access permissions.
4. Attempts to log onto any system as any other user and/or as a system administrator shall result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems, may be denied access. Violation of Board policy regarding technology use, may result in a disciplinary action up to and including suspension, or legal action.
5. Students are prohibited from making changes to computer software or hardware installation or configuration.

Vandalism

Vandalism shall result in disciplinary action. Vandalism is defined as any malicious attempt to manipulate, harm or destroy data or equipment of another owner, or any of the technology that is connected to the internet. This includes, but is not limited to, the deliberate infection of school computers with viruses or malware (software designed to infiltrate or damage a computer system without the owner's consent).

Appendix - Parental Consent Form

SUPERIOR NORTH CATHOLIC District School Board

21 Simcoe Plaza P.O. Box 610

Terrace Bay, Ontario P0T 2W0

(807)-825-3209 (Phone)

(807)-825-3885 (Fax)

PARENT/GUARDIAN CONSENT FORM

1. USE OF STUDENT IMAGE/VOICE/WORKS

Name of Student: (Please Print) _____

Name of School: _____

I hereby give my consent to the Superior North Catholic District School Board (the Board) to record, film, photograph, audiotape or videotape my child's image/voice/works in promotion of education, corporate related activities, and media reports, including: internet/intranet sites that the Board and its schools have ownership and control over, school/Board social media (including but not limited to: Facebook and Twitter), publications including school/Board newsletters, public service announcements (televised and print), news reports and feature stories, public awareness efforts, marketing and advertising, and other related materials. In addition, I waive all claims to compensation or damages based on the use of his/her image/voice/works by the Board. I also waive any right to inspect or approve the finished photographs/video/audio/works.

I agree that all such portraits, pictures, photographs; video and audio recordings, digital files, works, social media and any reproductions thereof shall remain the property of the Board, unless otherwise noted. **[PLEASE SELECT ONE]**

I consent to the above use of my child's image/voice/works, INCLUDING school/Board social media.

-- OR --

I consent to the above use of my child's image/voice/works, EXCLUDING school/Board social media.

I do not consent to the use of my child's image/voice/works.

1. MEDIA RELEASE CONSENT

The Superior North Catholic District School Board and its schools cooperate with media organizations, within reason, to encourage the celebration of Catholic Education, school achievements, sharing information about students and staff and their work and to report newsworthy events. For example, a media organization may want to: interview your child about a newsworthy event; film/photograph or digitally record your child doing an activity; showcase your child's work or accomplishments. This will only be permitted with your consent.

I consent to the above media release.

I do not consent to the above media release.

I understand that this consent is valid for one year and may be withdrawn by me at any time, with written notice.

Name of Parent/Guardian: (Please Print) _____

Signature of Parent/Guardian: _____

Date: _____

If you have any questions or concerns, please contact your School Principal.

06/25/15 PAR