



Administrative Procedure: Acceptable Use of Technology by Students

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1.0 Student Responsibility

1.1 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:

1.1.1 Act as witnesses to the truth and values of the Catholic faith reflecting the Board's Mission Statement and the school's Code of Conduct.

1.1.2 Use the internet in schools under teacher supervision. Obtain permission from the teacher before using the internet and perform download activities.

- 1.1.3 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.
- 1.1.4 Use proper, socially acceptable language.
- 1.1.5 Acknowledge sources by using appropriate citation methods.
- 1.1.6 Obey the Copyright laws.
- 1.1.7 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.
- 1.1.8 Observe the Kids' Rules For Online Safety (Appendix B)
- 1.1.9 Not alter, change or reconfigure hardware or software, or other students' files.
- 1.1.10 Report any technical issues or/and security problem to the teacher.
- 1.1.11 Not record visual videos, audio recordings or take pictures without Board's permission. Shall not post and/or share any of the aforementioned on Social Media.

2.0 Board Responsibility

- 2.1 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. 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.
- 2.2 The Board shall:
 - 2.2.1 Provide internet access under the supervision of teachers in schools.

2.2.2 Provide user ID's to students. Monitor use of devices and electronic data, when necessary, on the Board's resources.

2.2.3 Train staff in the use of technology and provide resources to help staff guide students on appropriate use when necessary.

3.0 School Responsibility

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

3.1.1 Ensure that the internet is used in schools under the supervision of a teacher.

3.1.2 Ensure that all students, parents and/or guardians, teachers and persons working with students, are aware of students' responsibilities.

3.1.3 Collect and maintain the completed Student Agreement Form (See Appendix A Student Use of Technology Agreement Form).

3.1.4 Monitor students for appropriate use and behaviour as defined in this document.

3.1.5 Deal with student infractions of the Acceptable Use Policy in a manner consistent with the school and Board Code of Conduct.

3.1.6 Instruct users in the mechanical and ethical use of all information technology.

3.1.7 Ensure that any information posted to the internet, is consistent with the Municipal Freedom of Information and Protection of Privacy Act, 1989.

4.0 Terms & Conditions

4.1 Usage of Devices

Superior Catholic District School Board will provide devices to students to use on the Board's network. Students shall not use their own devices to connect to the Board's network.

4.2 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.

4.3 Agreement Form

All Board students may use all information technology under the terms defined in this policy and upon completion of the Student Use Of Technology Agreement Form (Appendix A). Completed agreement forms are to be returned to the appropriate Administrative Assistant. These forms must be stored in the office OSR and reviewed each year to ensure that all students have a completed form on file.

4.4 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.

4.5 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.

4.6 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.

4.7 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. Attempt 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 disciplinary action up to and including suspension, or legal action.

5. Make changes to computer software or hardware installation or configuration.

4.8 **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).

4.9 Use of Student Image/Voice/Works for Publication

Parents and/or guardians are asked to sign a Parental Consent Form for the Use of Students Image/Voice/Works for Publication "Appendix C" for the Board to use Student Image/Voice/Works for informational and/or promotional purposes.

Appendix A- Student Use of Technology Agreement Form

1. My (student) network access is for educational purposes only, including research, intellectual exchanges, educational projects, etc. I understand that commercial use (for profit) and the use of the computer and/or the Internet for personal, or illicit/immoral purposes is not permitted.
2. At any time during my use of the computer and/or the internet, I will explain to a supervisor or teacher my activities, and for what purpose I am accessing certain files.
3. I will abide by all federal and provincial laws regarding software licensing, copyright, threatening or obscene material, racism and sexism and all other immoral, unethical or illegal activities. I will not view, use, send or display profane, abusive or impolite language in communication, nor will I access such materials. Should I encounter such material, I will immediately report it to my teacher.
4. I will not use information technology to interfere with other people's objectives. During my time on the network, I will be the sole operator for the computer. However, I will follow the instructions of my teacher, or other staff.
5. I understand that attempting to discover and make use of another's password and account, and/or their data, is unacceptable behaviour, as is any attempt to circumvent security measures put in place by the school or Board network administrator.
6. I will not download, load or install any software, shareware, or freeware onto the network or any workstation drives or disks, or load any such software from portable media, unless I have written permission from the network administrator. I will not modify or destroy any hardware or software.
7. I understand that the use of computers is a privilege, not a right, and may be revoked if abused.
8. I will abide by the Student's Rules for Online Safety.
9. I understand that administrators and technical support personnel may review internet access history and computer content to maintain system integrity and insure that students are using the system responsibly.
10. I agree to the immediate suspension of my privileges should I fail to abide by

any of the above. School disciplinary and/or legal action may be invoked where necessary.

11. I have read and understand the Acceptable Use of Computers Policy and Administrative Regulation.

Student access requires that both the parent(s) and/or guardian(s), and the student, *read AND sign* the following.

We(I), the parent(s) and/or guardian(s) of _____ have read and discussed the above statements with our(my) child. We understand and agree to all the terms noted in the documents.

Parent And/Or Guardian

Date

Student

Date

[To be signed and filed in the O.S.R. If there are any questions, please do not hesitate to contact the school principal BEFORE signing.]

Appendix B - Students' Rules for Online Safety

1. I will not give out personal information such as my name, address, telephone number, parents' and/or guardians work address/telephone number, or the name and location of my school.
2. I will never send a person my picture, nor will I give out credit card information.
3. I will talk with my teacher so that we can set up rules for going online. We will decide upon the appropriate areas for me to visit. I will not access other areas or break these rules.
4. I will tell my teacher, or parents and/or guardians, right away if I come across any information that makes me feel uncomfortable.
5. I will never agree to get together with someone I "meet" online without first checking with my parents and/or guardians. If my parents and/or guardians agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
6. I will not give out my Internet password to anyone, not even my best friend. Only my teacher, or parent(s) and/or guardians, or other recognized school staff can know my password, when/if they ask for it.
7. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teacher, or parents and/or guardians, right away.
8. I will be a good online citizen and not do anything that hurts other people or is against the law.

Remember: not everything you read on the Internet is true.

**Appendix C - Parental Consent Form for the Use of Student Image/Voice/
Works for Publication**

SUPERIOR NORTH CATHOLIC District School Board

17 Cartier Drive P.O. Box 610

Terrace Bay, Ontario P0T 2W0

(807)-825-3209 (Phone)

(807)-825-3885 (Fax)

PARENT and/or GUARDIAN CONSENT FORM for the:

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 and/or Guardian: (Please Print) _____

Signature of Parent and/or Guardian: _____

Date: _____

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