

# ACCEPTABLE USE OF NETWORKS

## Background

Computer equipment, communications equipment, software, e-mail and Internet access provided by the school district, collectively referred to as “the System”, are intended for educational purposes and for conducting valid school district business. Use of these resources for any other purpose, including commercial, criminal, or illegal activities, or to gain access to inappropriate, obscene or pornographic material, is prohibited.

Use of the System requires prior authorization by the school district. The school district reserves the right to restrict the scope of access granted to individual users or classes of users. Any user identified as a security risk may have his or her access to the System restricted.

Access to the System will be made available only so long as the user complies with this administrative procedure and such rules and regulations as may be established by the school district from time to time. Inappropriate use or prohibited use may lead to suspension or termination of user privileges at the discretion of the Board, and possible other consequences, including disciplinary or legal action.

Access to electronic resources, including computer equipment, communications equipment, software, e-mail and the Internet provided by the district is a privilege, not a right. Students, employees, volunteers and others must use these resources appropriately and responsibly, and only for purposes that support the goals, objectives and activities prescribed by the school district.

## Definitions

“**The System**” is all computer equipment, communications equipment, software, e-mail and Internet access provided by the school district.

“**User**” is an employee, student, volunteer or any other person granted access to the System.

## Guidelines

### 1. GENERAL

- 1.1. Users of the System must conduct themselves in a responsible, respectful, ethical and polite manner, as they would in any other environment where they represent their school or employer.
- 1.2. It is the responsibility of users to inform themselves of the specific application of these regulations in their school or workplace.
- 1.3. Users should be aware of the standards outlined in the district’s privacy and security best practices handbook.

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### 2. SECURITY

- 2.1. Users must not disclose their passwords to any other person and must not permit others to use their accounts.
- 2.2. Users must not distribute or use anyone else's user ID or password.
- 2.3. Account holders are responsible for all activity within their accounts.
- 2.4. Users must follow the district's virus protection procedure when using removable media, placing material on a computer or downloading material from the Internet or e-mail. Conduct which deliberately or recklessly exposes the System to computer virus infection is prohibited.
- 2.5. Users may not violate, or attempt to violate the security of the System.
  - 2.5.1. Any attempts to access unauthorized data may result in termination of user privileges.
  - 2.5.2. Any attempts to vandalize district accounts or systems may result in termination of user privileges.
- 2.6. It is the responsibility of all users who become aware of situations that may jeopardize the security of the System to bring this to the attention of the appropriate person or authority.

### 3. PRIVACY

- 3.1. Use of the System is neither private nor confidential, and may be monitored or reviewed by the Board without prior notice.
- 3.2. The contents of users' files, including e-mail, will not be inspected or disclosed unless required by law or the policies of the school district.
- 3.3. In the case of misuse or suspicion of misuse, the school district reserves the right to access any files on the system.
- 3.4. The Board may remove files that are in violation of this administrative procedures or any other Board policy.

### 4. PROHIBITED USE

- 4.1. Users may not use the System:
  - 4.1.1. To transmit any materials in violation of Canadian laws;
  - 4.1.2. To access, store or transmit material that is defamatory, inaccurate, abusive, obscene, profane, pornographic, threatening or racially offensive;

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- 4.1.3. To access, store or transmit copyrighted material that violates copyright law;
- 4.1.4. To distribute unwanted or unsolicited e-mail messages.
- 4.1.5. To harass, sexually harass or bully others
- 4.1.6. To violate human rights as stated in the BC Human Rights Code, particularly discrimination on the basis of an individual's or group's race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation or age.

### 4.2. When interacting on the System, users must not:

- 4.2.1. Use abusive, vulgar, profane, obscene, threatening or other inappropriate language;
- 4.2.2. Publicly criticize others or engage in personal attacks;
- 4.2.3. Re-post personal e-mail to public forums without the permission of the author;
- 4.2.4. Use network educational resources for non-educational activities

## 5. STUDENTS

### 5.1. The purpose of student access to the System is to further the learning objectives of the educational program, including:

- 5.1.1. Providing training in the use of computer systems;
- 5.1.2. Providing access to a wide range of material with educational value to the student;
- 5.1.3. Facilitating communication with others around the school district and the world in furtherance of the student's education.

### 5.2. When accessing information on the Internet for use in school projects, students must not engage in plagiarism or other forms of cheating.

### 5.3. Failure by a student to comply with this administrative procedure and any rules and that may be implemented by the school district from time to time may result in suspension or revocation of some or all access privileges and may also result in disciplinary action.

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### Procedures

1. Schools will ensure that teachers review the “Guidelines for Student Access to Computer Networks”, see Appendix, with students prior to allowing access to the System.
2. Schools will publish, the “Guidelines for Student Access to Computer Networks” at least once per year in a school newsletter. It may also, where appropriate, be published in the school handbook and/or on the school’s website.
3. Schools will inform parents that, should they not wish their child(ren) to have access to the System, the school should be notified.
4. Schools will instruct students on the appropriate and safe use of the System, including the Internet, and the dangers of posting personal information on networks or the Internet.
5. Written parental permission must be obtained prior to the posting of a student’s personal information, including any photo of the student, on the Internet.

Reference: *School Act*, Section 85  
Collective Agreements

### APPENDIX:

## GUIDELINES FOR STUDENT ACCESS TO COMPUTER NETWORKS

### Introduction

Computers in schools provide access to a wide range of resources including software programs, library catalogues, the Internet and, in some cases, email.

Schools are committed to ensuring that their network systems are used appropriately to address educational goals and that all students are aware of their responsibilities for acceptable use of computer networks. Students are given direct instruction on the safe use of the Internet and network communications while using technology.

### User Responsibilities

- To use computer networks for educational purposes.
- To respect copyright laws.
- To respect the privacy of others.
- To follow established guidelines for computer use and etiquette.
- To report violations to teachers or supervisors or the school administration.
- To use the Internet safely and responsibly and to immediately leave any site that contains inappropriate content.
- To adhere to the BC Human Rights Code particularly the prohibition of discrimination on the basis of an individual's or group's race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation or age.