

POLICY

The Upper Grand District School Board's Computer Network and Internet access are to be used only for educational and Board business applications. The primary purpose of the Board's computer network and its connectivity to the Internet is to support the educational learning experiences of students through research and communication opportunities, and to enhance communication for administrative purposes. This service is a privilege, not an assumed right. Students and staff must take full responsibility for their own actions.

ADMINISTRATIVE DETAIL

1. It is the responsibility of the appropriate Superintendent to implement this policy in accordance with the Procedures Manual 511-A.
2. It is the responsibility of the School Principal/Supervisor to ensure that all staff and students adhere to this policy.
3. The Conditions for Use of Computer Networks and Internet (511-1) form is to be publicized to parents, students and staff on an annual basis.
4. The Conditions for Use of Computer Networks and Internet (511-1) form is to be sent home at the beginning of each school year or with each new student.
5. The summarized version of Conditions for Use of Computer Networks and Internet (511-1) should be included in all school handbooks.
6. The sharing of information through the Board's computer network and its connectivity to the Internet is subject to all the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

DISCLAIMER

The Upper Grand District School Board is not responsible for:

- the appropriateness and reliability, the accuracy or the quality of any information accessed through the Computer Network and Internet
- warranties of any kind, either expressed or implied, that the functions or the services provided through the system will be error free or without defect
- any damages suffered by a user, which include but are not limited to, loss of data or access to inappropriate information or sites

A. UPPER GRAND DISTRICT SCHOOL BOARD RESPONSIBILITIES

- provide Internet access to schools and administrative offices through the Board's Wide Area Network or, in some cases, through individual Internet providers
- provide and update, as deemed necessary, appropriate guidelines for Internet use
- provide inservice for staff on the use of the Internet and assist in the provision of resources to help staff teach students appropriate Internet use
- retain the right to determine whether the privilege of use should be granted or revoked
- school administration and the site administrator will have the right to access, edit or remove all electronic student created files
- teachers will have the right to access, edit, or remove all electronic files created by their students

B. SCHOOL RESPONSIBILITIES

- ensure that all students, parents and staff are aware of the Upper Grand District School Board's Acceptable Use of Computer Networks and Internet Policy # 511.
- ensure that all students and parents/guardians have received the Conditions for Use of Computer Networks and Internet form (511-1)
- ensure that school staff has access to professional development in the effective use of e-mail and Internet for educational purposes
- provide student users with instruction in the proper use of e-mail and Internet by teacher-librarians, computer teachers, classroom teachers or their designates
- deal with abuse of e-mail and Internet privileges in a manner consistent with the school code of behaviour and/or other Board policies or by-laws

C. STUDENT AND STAFF RESPONSIBILITIES

- use e-mail and Internet access in support of education, research or Board business in a manner consistent with the educational beliefs of the Upper Grand District School Board
- be responsible for his/her own actions
- respect the privacy of others
- adhere to standards of courtesy and behaviour consistent with the school code of behaviour
- report to a teacher or other Upper Grand District School Board staff any e-mail or Internet data that is inappropriate
- accept responsibility for the security of his/her own access or user identification
- be responsible for his/her exploration of the Internet and be subject to the consequences of Board and/or school policy

D. UNACCEPTABLE USES

- users will not violate any local, provincial or federal statute
- users will not use the network for financial gain, for commercial activity or for any unauthorized or illegal activity
- users will not transmit or download information or software in violation of copyright laws
- users will not plagiarize, violate copyright or otherwise use another person's intellectual property without his/her prior approval or proper citation
- users will not attempt to violate network security or to gain unauthorized access to any computer system through the Upper Grand District School Board Computer Network
- users will not vandalize, damage or disable the property of another user, the Computer Network, or networks connected
- users will not engage in any form of harassment on the computer network
- users will not attempt to log in through another person's account or access another person's files
- users will not allow others access to personal passwords or accounts
- users will not post personal contact information nor agree to meet with anyone contacted online

- users will not waste resources (e.g. time, paper, equipment)
- users will not re-post or forward personal communication without the author's prior consent
- users will not post, publish or display inappropriate material which includes but is not limited to material that is: inaccurate, profane, obscene, abusive, sexually explicit, defamatory or racist

E. CONSEQUENCES

Based upon this Policy and Procedures Manual, school administrators, with input from staff, will decide whether a student has used the computer inappropriately. If deemed inappropriate, the principal will determine the consequences. These may include loss of computer privileges and/or other consequences consistent with the Board/school policies and procedures.

Inappropriate use by staff will be determined by their immediate supervisor. If deemed inappropriate, the supervisor will determine the consequences. These may include loss of computer privileges and/or other consequences consistent with the Board/school policies and procedures.