

POLICY AND PROCEDURE MANUAL

PROCEDURE - INTERNET USE

2000, April 25

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| 1. | 1.1 | The Manager of Information Technology Services will coordinate and maintain the provision of Internet access within schools and the Education Centre. | Provision of Access by Information Technology Services |
| | 1.2 | The Principal (or Director in the case of the Education Centre) will ensure that student, staff, and volunteer use of the Internet within their building(s) conforms with the rules of conduct defined in section 3.0. | Principal's Direction |
| | 1.3 | Principals shall consult with their Superintendent if they have questions pertaining to appropriate Internet use that are not covered in this procedure. | Consultation with Superintendents of Schools |
| 2. | 2.1 | Upon registration, parents (or students over age 18) will be informed that the Board programs may include access to Internet resources. | Parent Notification |
| | 2.2 | Students may be issued an individual Internet account where appropriate to their course of study. | Student Internet Accounts |
| 3. | | In consideration for the use of the Internet account provided to the user through the Board, the user must be made aware of and adhere to, the following rules of conduct: | Rules of Conduct |
| | 3.1 | The user must recognize the importance of adhering to appropriate rules of conduct in return for the privilege of using the Board's equipment and access to his/her Internet account. | |
| | 3.2 | The user is responsible for his/her account and for any use made of that account. The user must not allow another person to use his/her account under any circumstances. | |
| | 3.3 | The user must keep his/her password confidential and will report to their teacher, supervisor, or school principal if he/she suspects that another person has access to his/her account. | |

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- 3.4 The user will use the network access only for educational and administrative purposes which may include academic exchanges, special projects, support services, curriculum and professional development activities. Commercial and excessive personal use of the network are not permitted.
- 3.5 The user will respect the intellectual and property rights and laws, including those for local and remote network data or information. This includes private, confidential or restricted data, as well as copyrights and licenses to the use of, or access to, information and programs.
- 3.6 Users are responsible for the information sent from their accounts whether sent as private mail, as a public posting, or on the World Wide Web, and must meet standards just as they would for any similar, non-electronic communication.
- 3.7 The user will NOT engage in any activity which undermines the operation of the network, including but not restricted to the following:
- ▶ interfere with the functioning of the school's network, the Board connection, or any other network that can be accessed through the Internet.
 - ▶ cause a disruption in any services available through the Internet.
 - ▶ attempt to gain unauthorized access to any computer system, network, data, resources, programs, or system privileges.
 - ▶ attempt to find or exploit any gaps in system security on the school network, the Board network, or any other system that he/she connects to through the account. If the user notices any other weaknesses or suspects anyone of tampering with system security, he/she must notify their teacher, Principal, or Supervisor immediately.

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- ▶ use his/her account, or the network, to access, create or distribute any images, sounds, messages or other materials which are obscene, harassing, racist, inflammatory, malicious, fraudulent, or libellous. The account will not be used for any activity that may be considered unethical, immoral, or illegal.
- ▶ decrypt (decode) any encrypted material for which he/she does not have authorization.
- ▶ intentionally seek information about, browse, obtain copies or modify files, passwords or data belonging to other people, no matter where they are located.

3.8 The Board reserves the right to change the Rules of Conduct at any time.

3.9 The Board reserves the right to suspend or remove the user's account if the user contravenes these rules.

4. The Board reserves the right to screen unsolicited e-mail (spam) and restrict access to Internet sites which it deems inappropriate.

Unsolicited
e-mail

5. Publishing of Board information on the Internet, whether it be at the Board, school, or classroom level must comply with the following:

Published
Information

5.1 Web pages must be hosted on Board servers only.

5.2 E-mail links for staff or students must point to Board e-mail accounts only.

6. All users in the Internet having access through the Board's computers, facilities, schools, offices, or network must recognize that the Board does not accept any responsibility for the use or misuse of information acquired, as well as any situations, issues, litigations that might arise from unauthorized use or contravention of the above rules of conduct.

Board
Disclaimer
Regarding
Inappropriate
Use

REFERENCE: