



Responsible Use Of Computer Technology and the Internet

POLICY #: F-22

AUTHORITY: 99-106/05-183/11-186

POLICY REGULATIONS

PURPOSE:

The intent of the Administrative Procedures Memo is to provide directions to students and staff (employee) respecting the acceptable use of electronic media, computer technology, and the Internet.

All use must be for an educational purpose, which includes Board business purposes that support education. The Board's electronic communication system is not to be used for commercial purposes or for political lobbying. Use by individuals, who are not students, staff, or trustees, or by representative of other organizations without the express written consent of the Director of Education, is prohibited.

REFERENCES:

1. Northeastern Catholic District School Board Strategic Plan
2. Municipal Freedom of Information and Protection of Privacy Act
3. F-34 NCDSB Policy Removal from Board Property of Equipment Owned by Board

COMMENTS AND GUIDELINES:

The Board's Wide Area Network and Internet access may be used for educational and Board business purposes. Prior to accessing the Internet, students, trustees and all staff of the Board must have read this policy, or Appendix A the Abbreviated Version of the policy, and sign a Responsible Use of Computer Technology and the Internet Agreement Form (Appendices C, D, E and F attached). Teachers, who plan to have their students access the Internet, will instruct their students in its use. Only students, staff or trustees who have signed the Responsible Use of Computer Technology and the Internet Agreement Form may access the Board's computer technology, Wide Area Network (WAN) and the Internet. Supervisors of Board office, school office and custodial staff are to ensure that all authorized computer technology users are familiar with this policy.

All users must respect all other pertinent legislation, regulations, policies and guidelines in force.

1. The Northeastern Catholic District School Board is committed to providing all users with access to the Internet and believes that it will enhance students' and staff opportunities for developing lifelong skills as independent learners, creative thinkers, enthusiastic problem solvers and effective communicators.

2. The Board acknowledges that it will be necessary to teach students the critical thinking skills necessary to make moral as well as intellectual decisions about the information they encounter on the Internet.
3. The Board accepts its responsibility to define "reasonable use" of its electronic communications system, including the Internet, and to implement these guidelines, which contain expectations and responsibilities for all users who access the system, and thereby commit to abiding by this policy.

PROCEDURES

1. Students and staff shall be responsible for appropriate behaviour on Board networks just as they are in a classroom, a school hallway or workplace. In order to ensure proper use, users shall:
 - 1.1 Student use computer technology and the Internet in schools will occur under teacher supervision;
 - 1.2 Students shall obtain permission from the teacher before using the Internet;
 - 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 on the Internet;
 - 1.4 Acknowledge sources of information and documents by using appropriate citation methods;
 - 1.5 Obey the Copyright laws;
 - 1.6 Back out of 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.
 - 1.7 Observe Internet etiquette.
 - 1.8 Reference Appendix B for additional examples of Unlawful Activity linked to the Internet and the use of all other communication services linked to technology.
2. The Board shall support access by students to a wider 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:
 - 2.1 Provide Internet access under the supervision of teachers in schools;
 - 2.2 Provide user ID's (username & password) to students;
 - 2.3 Monitor accounts, when necessary, on the Board's network;
 - 2.4 Provide resources to help staff guide students on appropriate use. These resources are available through the Manager of Information Technology's Office;

3. The school shall facilitate access and ensure appropriate use of the Internet and shall:
 - 3.1 Ensure that computer technology and the Internet is used in schools under the supervision of a teacher;
 - 3.2 Ensure that all students, parents, teachers and persons working with students are aware of students' responsibilities;
 - 3.3 Collect and maintain the properly completed Responsible Use of Computer Technology and the Internet Agreement Form prior to use;
 - 3.4 Monitor students for appropriate use and behaviour as defined in this document;
 - 3.5 Deal with student infractions of the Policy in a manner consistent with the school code of behaviour;
 - 3.6 Instruct users in the mechanical and ethical use of the Internet;
 - 3.7 Ensure that any information posted to the Internet is consistent with the current Municipal Freedom of Information and Protection of Privacy Act.

4. **Acceptable Use–Terms and Conditions**

4.1 Educational Purpose

The use of the Internet shall be in support of educational endeavours and be consistent with the curricular objectives of the Board and the school. Users of other organizations' networks or computing resources shall comply with the rules appropriate for that network. Transmission (receiving or sending) of any material in violation of any Canadian or Ontario law is prohibited. This includes, but is not limited to: copyrighted material; threatening, offensive or obscene material; material suggesting pornography, racism or sexism; use for commercial activities by "for-profit" institutions; the downloading of *.EXE's, MP3, MOV and AVI's, etc., use of product advertisement or political lobbying; and the use of the Board's WAN and computer technology for illegal activities.

4.2 Responsible Use of Computer Technology and the Internet Agreement Form

All Board students, trustees, and staff may use the Internet under the terms defined in this policy and upon completion of the Responsible Use of Computer Technology and the Internet Agreement Form. Completed student forms are to be returned to the appropriate teacher and retained by the school. If the student is less than 18 years of age, a parent or legal guardian must also sign the student's form. The Human Resources Department will retain completed staff forms. The Director of Education shall retain copies of trustee forms.

4.3 Privileges

The use of the Board's computer technology and the Internet is a privilege and breach of any terms and conditions may result in a cancellation of those privileges and further disciplinary action.

Violations of the policy will be handled in accordance with relevant Board policies and procedures and collective agreements and terms of employment respecting staff.

The Board shall deem what is appropriate use based on the guidelines outlined in the Policy and its decision shall be final. The Board may close user accounts at any time, as it deems necessary. The administration and staff may request the system administrator to deny or suspend user accounts.

In particular, this policy includes restrictions on accessing inappropriate materials. Some examples are materials that include profane or obscene (pornography) subject matter, rude language, promotes hate and racism or illegal activities. What is deemed to be inappropriate remains within the sole discretion of the Board. Inadvertent access must be disclosed immediately to the appropriate teacher or supervisor.

4.4 Internet Etiquette

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

- 4.4.1 Politeness. No abusive messages are to be written, displayed or sent to others;
- 4.4.2 Use of appropriate language. Swearing, using vulgarities or any other inappropriate language is unacceptable;
- 4.4.3 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 without permission. Students shall never agree to meet with someone they have "met" and communicated with on the Internet without first obtaining parent/teacher approval.
- 4.4.4 Respect for others. Use of the network must not be conducted in a disruptive and/or selfish way (downloading huge files during prime time, sending mass e-mail messages, annoying other users).
- 4.4.5 Recognition. All communications and information accessible via the network must be assumed to be private property and therefore subject to copyright restrictions.

N.B.: It should be noted that electronic mail (e-mail) is not guaranteed to be private. The Information Technology Services staff that operates the system does have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate legal authorities.

4.5 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 delays, non-deliveries, miss-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 users' risk. The Board specifically

denies any responsibility for the accuracy or quality of information obtained through its services.

4.6 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. The following actions are not allowed:

- 4.6.1 Sharing with or demonstrating to others a security problem;
- 4.6.2 Using another individual's account (username and password sharing)
- 4.6.3 Giving one's login or password to any other individual

Attempts to log on the 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.

4.7 Non Board Owned Equipment

In order to secure, maintain and protect the availability of the board computers, networks and data, only board owned equipment will be allowed to connect to identified and defined networks, with the exception of outside agencies that partner with NCDSB or service providers to NCDSB.

It will be at the sole discretion of the principal of the school to allow staff and students to bring Personal Network Devices into the schools. In order to secure, maintain and protect the availability of the board computers, networks and data, Personal Network Devices (equipment) will be allowed to connect to the NCDSB Public Network; for Personal Network Devices the principal and/or their designate in the school will provide students and staff with the required network access codes; access codes for Personal Network Devices will be provided to the principals on a weekly and/or monthly basis by the IT Department.

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 user, or any of the networks that are connected to the Internet. This includes, but is not limited to, the deliberate infection of school computers with viruses. Users should avoid the inadvertent spread of computer viruses.

4.9 Personal Safety

In the interest of personal safety, users are to promptly disclose any message that they receive that is inappropriate or that make them feel uncomfortable to their immediate supervisor and the Information Technology Services Help Desk.

4.10 Plagiarism

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the writings or ideas of others and presenting them as if they were original to the user.

Student and Staff Responsible Use of Computer Technology and the Internet Agreement Form (Appendices C, D, E and F):

A copy of the attached Responsible Use of Computer Technology and the Internet Agreement Form must be signed by every user of a networked computer belonging to the Board, prior to the user being given a username and password.

Student Use of Computer Technology and the Internet Agreement Form must be completed when:

1. A student is a new enrolment into the school. This also includes when a student transfers from another school within the Board.
2. When a student is promoted to grade 4 or grade 9.

The Responsible Use of Computer Technology and the Internet Agreement Form must be kept on file at the student user's school. Students in primary grades may be exempted from signing the Responsible Use of Computer Technology and the Internet Agreement Form, at the discretion of the school principal.

Staff (employee) Responsible Use of Computer Technology and the Internet Agreement Form must be completed when a staff member is hired by the Board. The Human Resources Department will retain staff forms. The Director of Education shall retain trustee forms.

When a user is under the age of 18, a parent or legal guardian must also sign the Responsible Use of Computer Technology and the Internet Agreement Form



Student Responsible Use Of Computer Technology and the Internet AGREEMENT

POLICY #: F-22

AUTHORITY: 99-106/05-183

Form IT 001
Date of Issue:

Primary (Grades JK-3)

STUDENT AGREEMENT

I agree to:

- Take proper care of the technology I am allowed to use
- Keep my password secret, only sharing with an adult helper who I know
- Use the technology only to help me learn
- Not provide my personal information (name, address, phone number) to anyone on the internet
- Tell my teacher about anything on the computer that is inappropriate or makes me feel uncomfortable

Information Collection Authorization:

The information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989. Information from this form will be used to enforce appropriate use of the internet and information technology in accordance with Policy 902 - Student Acceptable Use of Technology. The contact person for queries regarding this information is the Manager Information Technology
COPIES: (1) Student OSR (2) Parent (upon request)

- Never use the computer to hurt, frighten or bully others
- Take care when printing, always considering the trees needed to make the paper I use
- Not use technology when asked to do so by an adult

For devices I own, I further agree to:

- Protect my device from loss, damage or theft
- Keep the device up to date, including antivirus
- Give my device to an adult in my school if requested

STUDENT NAME (PRINTED): _____

STUDENT SIGNATURE: _____

DATE: _____

PARENT/GUARDIAN CONSENT

- I have read and understood the Northeastern Catholic District School Board's Responsible Use of Technology Agreement (the Agreement) and if applicable, the Board's Personal Network Device policy.
- I recognize that this Agreement is designed for my child's grade level and that the full policies and administrative procedures governing my child's use of technology are available on the board's website or from my child's school.
- I will emphasize the ethical and responsible use of technology and caution my child about unsafe communication with others on the internet.
- I will ensure that media and software on my child's Personal Network Device(s) has been purchased and is legal.
- I grant permission for my child to access networked information technology, inclusive of the internet and e-mail for educational purposes. I am aware that my child will be given instruction in the proper use of the internet at school and further recognize that I

- am responsible to supervise my child's use of the computer and internet at home.
- I understand that the Board will not service my child's Personal Network Device, nor will it be liable in the event that the device is lost, stolen, damaged or otherwise rendered inoperable.
- I understand that the Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems.

PARENT NAME (PRINTED) _____

PARENT SIGNATURE: _____

DATE: _____



Student Responsible Use Of Computer Technology and the Internet AGREEMENT

POLICY #: F-22

AUTHORITY: 99-106/05-183

Form IT 002
Date of Issue

Junior-Intermediate (Gr. 4-8)

STUDENT AGREEMENT

Information Collection Authorization:
The information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989. Information from this form will be used to enforce appropriate use of the internet and information technology in accordance with Policy 902 - Student Acceptable Use of Technology. The contact person for queries regarding this information is the Manager of Information Technology
COPIES: (1) Student OSR (2) Parent (upon request)

I agree to:

- use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network
- Keep my password secret
- Use the technology only to help me learn
- Give credit to the author of work I find on the internet and obey copyright laws
- Not provide my personal information (name, address, phone number) to anyone on the internet
- Never meet in person with someone I have met online without my parent's approval and participation.
- Tell my teacher or any other school employee about anything on the computer that is inappropriate or makes me feel uncomfortable

- Never use any form of electronic communication to harass, frighten, or bully anyone
- Take care when printing and consider the environment when deciding what to print

For devices I own, I further agree to:

- Protect my device from loss, damage or theft
- Keep the device up to date, including antivirus
- Not run or host servers on my device, including web servers, ftp servers, mail servers, file sharing and peer to peer
- Give my device to an adult in my school if requested

STUDENT NAME (PRINTED): _____

STUDENT SIGNATURE: _____

DATE: _____

PARENT/GUARDIAN CONSENT

- I have read and understood the Northeastern Catholic District School Board's Responsible Use of Technology Agreement (the Agreement) and if applicable, the Board's Personal Network Device policy.
- I recognize that this Agreement is designed for my child's grade level and that the full policies and administrative procedures governing my child's use of technology are available on the board's website or from my child's school.
- I will emphasize the ethical and responsible use of technology and caution my child about unsafe communication with others on the internet.
- I will ensure that media and software on my child's Personal Network Device(s) has been purchased and is legal.
- I grant permission for my child to access networked information technology, inclusive of the internet and e-mail for educational purposes. I am aware that my child will be given instruction in the proper use of the internet at school and further recognize that I am responsible to supervise my child's use of the computer and internet at home.

- I understand that the Board will not service my child's Personal Network Device, nor will it be liable in the event that the device is lost, stolen, damaged or otherwise rendered inoperable.
- I understand that Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems.

PARENT NAME (PRINTED) _____

PARENT SIGNATURE: _____

DATE: _____



Student Responsible Use Of Computer Technology and the Internet AGREEMENT

POLICY #: F-22

AUTHORITY: 99-106/05-183

Form IT 003
Date of Issue:

Information Collection Authorization:
The information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989. Information from this form will be used to enforce appropriate use of the internet and information technology in accordance with Policy 902 - Student Acceptable Use of Technology. The contact person for queries regarding this information is the Manager of Information Technology
COPIES: (1) Student OSR (2) Parent (upon request)

Intermediate-Senior (Gr. 9-12)

STUDENT AGREEMENT

I agree to:

- I have read and Northeastern Catholic District School Board's (the Board's) Responsible Use of Technology Agreement (the Agreement) and recognize that it is based on Policies and Administrative Procedures governing my use of technology resources and that these documents are available on the board's website.
- I agree to abide by the terms and conditions described within the Agreement and the requirements outlined in Policy # XXX Responsible Use of Technology and Policy # XXX – Personal Network Devices.
- I recognize that failure to comply with the Agreement may result in the loss of computer and/or network access privileges, financial compensation to the Board and other disciplinary actions consistent with the School's Code of Behaviour, Board Policy and/or legal authorities.

For devices I own, I further agree to:

- Protect my device from loss, damage or theft
- Keep the device software up to date and legal, i.e. commercial software has been purchased
- Ensure that software and firmware is up to date as recommended by the manufacturer
- Not run or host servers on my device, including web servers, ftp servers, mail servers, file sharing and peer to peer
- Give my device to an adult in my school if requested

STUDENT NAME (PRINTED): _____

STUDENT SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN CONSENT

- I have read and understood the Northeastern Catholic District School Board's Responsible Use of Technology Agreement (the Agreement) and if applicable, the Board's Personal Network Device policy.
- I recognize that this Agreement is designed for my child's grade level and that the full policies and administrative procedures governing my child's use of technology are available on the board's website or from my child's school.
- I will emphasize the ethical and responsible use of technology and caution my child about unsafe communication with others on the internet.
- I will ensure that media and software on my child's Personal Network Device(s) has been purchased and is legal.
- I grant permission for my child to access networked information technology, inclusive of the internet and e-mail for educational purposes. I am aware that my child will be given instruction in the proper use of the internet at school and further recognize that I am responsible to supervise my child's use of the computer and internet at home.
- I understand that the Board will not service my child's Personal Network Device, nor will it be liable in the event that the device is lost, stolen, damaged or otherwise rendered inoperable.
- I understand that the Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems.

▪ STUDENT NAME (PRINTED): _____

▪ STUDENT SIGNATURE: _____

▪ DATE: _____