



***Responsible Use Of Computer Technology and the Internet  
Abbreviated Version (Appendix A)***

**POLICY #: F-22**

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

**POLICY REGULATIONS**

The Board's Wide Area Network and Internet access may be used for educational and Board business purposes. Prior to accessing the Internet, students, staff and trustees must have read this policy and sign the Responsible Use of Computer Technology and the Internet Agreement Form.

Teachers, who plan to have their students access the Internet, will instruct their students in its use.

All users must fully respect intellectual property rights, including copyright, privacy rights, human rights, including the right of freedom from harassment, defamation and criminal laws; reference Appendix B for examples of Unlawful Activity. In addition, users must fully respect all other pertinent legislation, regulations, polices 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 users' opportunities for developing life long 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 and acceptable 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.

The use of Internet is a privilege and breach of any terms and conditions may result in a cancellation of those privileges and further disciplinary action.

## PROCEDURES

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:

- a) Use computer technology and the Internet under teacher supervision;
- b) Students shall obtain permission from the teacher before using the Internet;
- c) 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;
- d) Acknowledge sources of information and documents by using appropriate citation methods;
- e) Obey the Copyright laws
- f) 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 or supervisor.
- g) Observe Internet etiquette.
- h) Reference Appendix B for additional examples of Unlawful Activity linked to the Internet and the use of all other communication services linked to technology.

## Acceptable Use–Terms and Conditions

### a. 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.

### b. 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. Human Resource Services will retain completed staff forms. The Director of Education shall retain copies of trustee forms.

c. 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.

For more information you may review the Board's full policy on the Board's Web Site at <http://ncdsb.edu.on.ca>



***Responsible Use Of Computer Technology and the Internet  
Unlawful Activity (Examples) Appendix B***

**POLICY #: F-22**

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

For the purpose of this policy, “unlawful activity” is interpreted broadly and includes any criminal activity or other illegal activity.

The following are examples of “unlawful activity” for the purpose of the policy:

**Child pornography**

possessing, downloading or distributing any child pornography.

**Intellectual Property**

infringing on another person’s copyright, trade mark, trade secret of any other property without lawful permission.

**Other Criminal Activity**

using electronic transmission as a means to commit criminal activity (examples include but are not limited to fraud, extortion, sale and/or purchase of restricted goods)

**Defamatory Libel**

A matter published without lawful justification or excuse, that is likely to injure the reputation of any person by exposing that person to hatred, contempt or ridicule, or that is designed to insult the person. - *The Libel and Slander Act, RSO 1990, Chapter L.12.*

**Disclosing or Gathering Personal Information**

Disclosing personal information in a manner inconsistent with the *Municipal Freedom of Information and Protection of Privacy Act.*

**Hacking and other crimes related to computer system**

Examples include (but are not limited to):

- gaining unauthorized access to a computer system
- trying to defeat the security features of network connected devices
- use of software and/or hardware designed to intercept, capture and/or decrypt passwords
- intentionally spreading a computer virus
- destroying or encrypting data without authorization and with the intent of making it inaccessible to others’ with a lawful need to access it.
- interfering with other’s lawful use of data and technology.

**Harassment**

sending electronic messages, without lawful authority, that causes people to fear for their safety or the safety of anyone known to them.

**Hate Propaganda**

communicating messages that promote or incite hatred against an identifiable group that is likely to lead to a breach of the peace.

**Interception of private communications or electronic mail (in transit)**

unlawfully intercepting someone's private communications or unlawfully intercepting someone's electronic mail.

**Obscenity**

distributing, publishing or possessing for the purpose of distributing or publicly displaying any obscene material.

101 Spruce St. N.  
Timmins, ON P4N 6M9  
Phone: (705) 268-7443  
Fax: (705) 267-3590  
Toll Free : (877) 422-9322  
www.ncdsb.on.ca



## NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

### *Employee Responsible Use Of Computer Technology and the Internet AGREEMENT*

**POLICY #: F-22**

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

Form IT 004

#### **EMPLOYEE AGREEMENT EMPLOYEE TO THE BOARD**

- As a user of the Northeastern Catholic District School Board's (the Board's) Information Technology systems, I have read and hereby agree to comply with the Board's Policy # XXX, Responsible Use of Technology and its related Administrative Procedures, AP-TECH-001.
- It is also the policy of the Board to provide network access to Personal Network Devices to further the educational goals of the Board while at the same time implementing controls and processes to protect the integrity of other network connected devices. I have read and (in the event that I choose to use a Personal Network Device on the work site) hereby agree to comply with the Board's Policy XXX – Personal Network Devices and its related Administrative Procedures, AP-TECH-002.

\_\_\_\_\_  
EMPLOYEE NAME (PRINTED)

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE