

ADMINISTRATIVE REGULATIONS

Definitions

Information and Communications Technology (ICT) System refers to computers which are operating as stand-alone units or connected via cabling and/or wireless technology, as well as any other devices which may be attached to this network infrastructure. ***School ICT systems*** will be treated as synonymous with the Board ICT System as all school network facilities and equipment are legally owned by the Board.

The broad term ***network*** refers to all interconnected devices and associated software systems; in the context of this policy, this includes electronic mail and World Wide Web browsing.

The term ***user*** will mean a trustee, employee, student and volunteer of the Eastern School Board, or any other person authorized by the CEO/Director of Education to use the network.

Access

1. Access to, and use of, Board ICT services shall only be granted to authorized persons.
2. The ICT infrastructure will be administered by the Manager of Information Technology under the authority of the Administrative Council.
3. Users are personally responsible for all activity that occurs within their password-protected account.
4. All users are advised that computer systems are the Board's property and may be inspected or monitored at any time without prior notice if misuse is suspected.
5. Prior to issuing access to students, each school which offers Internet access to their students will clearly communicate with students and parents the purpose, benefits, and risks associated with the use of Internet resources.
 - 5.1 Parents/guardians must sign the Acceptable Use Agreement (included in Appendices A through B) before students may be granted Internet access.
 - 5.2 Any other individuals who are not under the employ of the board (eg. Volunteers, etc.) must sign the Acceptable Use Agreement (Appendix C) before they are granted Internet access.
 - 5.3 The Principal or designate shall ensure all signed Acceptable Use Agreements are kept on file at the school.

6. Network administrators have the ability to grant access to the Board systems; the following regulations govern this role:
 - 6.1 The principal may designate a teaching staff member(s) as network administrator(s) for their school.
 - 6.2 The number of persons with network administrative rights must be limited to the minimum required for efficient operation of the school (recommended maximum of 2~3 in large schools). Under **no circumstances** may students be granted any network administrative rights.
 - 6.3 As per the section of “privacy” following these procedures, system storage media provided and the data contained therein remain the property of the Board. However within this context, network administrators must not access any other user’s information unless:
 - 6.3.1 doing so in the course of their duties in monitoring student activity,
 - 6.3.2 expressly directed to do so by the principal or Board management personnel,
 - 6.3.3 permission to access data is granted by the account holder (eg. for purposes of troubleshooting/administration).
 - 6.3.4 Notwithstanding any other clause or regulation in this policy, all access to network information must be as per the ATIPP (Access to Information and Protection of Privacy Act). guidelines and regulations.

Use of the Internet Through Board/School Network(s)

7. Effective searching on the Internet is a skill – as such it is expected different grades will have different levels of access.
 - 7.1 Primary students (k-3) are to be **monitored** by a teacher or other designated adult and shall access the Internet through “bookmarked” sites that have been examined and approved by their teachers.
 - 7.2 Elementary students will **primarily** access the Internet through “bookmarked” sites that have been examined and approved by their teachers. On occasions when elementary students are conducting Internet searches that are **not bookmarked**, they shall use child friendly search engines. Internet use is to be **monitored** by a teacher or other designated adult.
 - 7.3 Intermediate and high school students shall be taught the searching skills required to help ensure only appropriate sites are found; however, searches must be under the supervision of a teacher or other designated adult.
 - 7.4 At any grade level, should inappropriate content/websites appear on the screen, students should close the browser and inform their teacher or other supervising adult of the incident immediately.
8. **Students should not agree to meet with someone they have met online without a parent’s/guardian’s consent.**
9. Student Pictures with identifying names **shall not** be posted on school web pages.

- 9.1 If student pictures are to be used, it is the responsibility of the school to obtain prior permission, in writing, from the student's parents/guardians.
- 9.2 Schools shall not post any student biographical information to the Internet.
10. Using the Board's network and/or the Internet for illegal, obscene, harassing or inappropriate purposes, or in support of such activities, is prohibited. Inappropriate use of network services includes, **but is not limited to**, the following:
- Transmitting any material in violation of Canadian laws;
 - Duplicating, storing, or transmitting pornographic materials;
 - Transmitting or posting threatening, abusive, obscene or harassing material;
 - Unlawful duplicating, storing, or transmitting copyrighted material;
 - Using web or video audio players to download audio or video from the internet unless for education purposes; students also must have prior approval by their teacher;
 - Using file-sharing applications such as, but not limited to, Limewire, Bit-Torrent, etc.
 - Using the Board's network for personal commercial, financial, or political purposes or other personal gain.
 - Installing software of any type onto computers without the direct permission of the local network administrator.
 - Using the Board's network to take part in any form of on-line gambling.

Storage and Privacy

11. Individuals may not violate, or attempt to violate, the security of the school's computers, data or network equipment or services. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Board's network and services. In particular users must not:
- Attempt to gain unauthorized access to school/other's data,
 - Attempt to vandalize the Board's systems,
 - Use another individual's password-protected account,
 - Share password(s) with others,
 - Distribute or use anyone's else's account name and password,
 - Use abusive, vulgar, profane, obscene, harassing, or other inappropriate language,
 - Post chain letters or engage in "spamming",
 - Re-post personal electronic mail received to public forums (e.g. list servers, newsgroups) without the permission of the author,
 - Reveal anyone else's personal address, phone number, or picture,
 - Harass individuals,
 - Engage in any other "hacking" activities not explicitly listed herein.

Hacking is broadly defined as attempting to access, modify, or damage data/equipment owned by the Board, or other machines/networks that are connected to the Board, including Internet sites. This includes, but is not limited to, the uploading or creation of computer viruses.

Violations/Penalties

The severity of any infraction of the above regulations and expectations will determine the penalty. School / Board penalties will be appropriate to the violation and can include, but are not limited to, the following:

1. Warning;
2. Contact/consultation with parent(s)/guardian;
3. Suspension of computer and/or Internet privileges;
4. Termination of computer and/or internet privileges;
5. Expulsion from a computer course or computer/Internet aspect of course,
6. Disciplinary action by the school and/or Board, including suspension and/or expulsion;

In the case of School Board employees (support staff, teachers, administrators, student assistants, etc.), sanctions up to and including termination of employment contract may also occur.

Users are advised that inappropriate use could result in

1. Criminal prosecutions under the Criminal Code and other Canadian or Provincial laws;
2. Civil actions where appropriate (e.g. intentional damage to the computer network, computer hardware, software, etc);

Disclaimer

The Eastern School Board assumes no liability for any errors, omissions or misinformation. The School Board makes no warranties of any kind, whether express or implied, for the service that is provided. The School Board shall not be responsible for any damages suffered by the account holder, including, but not limited to, loss of data resulting from delays, non-deliveries, misplaced deliveries, or service interruptions,

Appendix A: Sample User Agreement (K – 6)

[INSERT SCHOOL LETTERHEAD]

Student Name: _____ Grade: _____ Homeroom: _____

1. STUDENT SECTION

I understand that if I do not follow proper “computer rules” I will not be able to use the computers in the school.

Student Signature: _____ **Date:** _____

2. SPONSORING PARENT OR GUARDIAN

I have read the school’s "Computer Network and Internet Access Acceptable Use Policy" and administrative regulations. In consideration for the privilege of using the school’s Computer Network and in consideration for having access to the public networks, I hereby release the school, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use, or inability to use, the system including, without limitation, the type of damages identified in the school’s policy and administrative regulations.

___ I do give permission to issue an account and provide access for my son/daughter to participate in using the school’s computer network, which includes access to the Internet.

___ I **do not** give permission to issue an account or provide access for my son/daughter to participate in using the school’s computer network.

Parent/Guardian Signature: _____ **Date:** _____

FOR SCHOOL USE ONLY

Username: _____ **Password:** _____ **Date Processed:** _____

Appendix B: Sample User Agreement (7 – 12)

[INSERT SCHOOL LETTERHEAD]

Student Name: _____ Grade: _____ Homeroom: _____

1. STUDENT SECTION

I have read the school's "Computer Network and Internet Access Acceptable Use Policy" and applicable administrative regulation and agree to abide by their provisions. I understand that violation of these provisions may constitute disciplinary action, suspension, and revocation of system access and related privileges.

Student Signature: _____ **Date:** _____

2. SPONSORING PARENT OR GUARDIAN

I have read the school's "Computer Network and Internet Access Acceptable Use Policy" and administrative regulations. In consideration for the privilege of using the school's Computer Network and in consideration for having access to the public networks, I hereby release the school, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use, or inability to use, the system including, without limitation, the type of damages identified in the school's policy and administrative regulations.

___ I do give permission to issue an account and provide access for my son/daughter to participate in using the school's computer network, which includes access to the Internet.

___ I **do not** give permission to issue an account or provide access for my son/daughter to participate in using the school's computer network.

Parent/Guardian Signature: _____ **Date:** _____

FOR SCHOOL USE ONLY

Username: _____ **Password:** _____ **Date Processed:** _____

Appendix C: Sample User Agreement (Adult Users)

[INSERT SCHOOL LETTERHEAD]

Name: _____
(Please Print)

My signature below affirms that I have read the school's "Computer Network and Internet Access Acceptable Use Policy" and applicable administrative regulations and agree to abide by the provisions therein.

I understand that violation of these provisions may constitute immediate disciplinary action, including but not limited to, revocation of system access and related privileges, suspension, and/or termination of employment contract.

Signature: _____ **Date:** _____

FOR SCHOOL USE ONLY

Username: _____ **Password:** _____ **Date Processed:** _____
