

ACCEPTABLE USE OF COMPUTER NETWORK AND INTERNET

The School District provides an education that is relevant to the demands of a modern society and seeks to develop students who are proficient creators and users of information, media and technology. The School District provides technology to enable educators and students to communicate, learn, share, collaborate, create, and problem-solve.

The School District network (including wired and wireless internet connections, hardware and peripheral devices, software, file storage, email, and internet content) is to be used in a responsible, safe, ethical, and legal manner consistent with the School District Technology Plan.

Guiding Principles

1. Access to online communication and resources is a valuable and necessary part of education. All use of the School District network (student, staff and guest) is governed by AP 140.
2. Online access for students should operate in a supervised collaborative learning environment, with instruction and high expectations for safety, ethics and etiquette.
3. The choosing or recommendation of electronic or online resources by teachers is governed by the criteria for selection listed in AP 201, *Selection of Student Learning Resources*, and is subject to the challenge process outlined in AP 203, *Challenging the Appropriateness of Learning Resources*.
4. Parents must give informed consent before students are permitted to access the network.
5. The School District reserves the right to prioritize the use of, and access to, the network.
6. Consequences for inappropriate use will be consistent with other disciplinary procedures in the School District.

Purpose

1. AP 140 is written to promote positive and effective digital citizenship amongst students and staff. Technologically fluent digital citizens live safely and ethically in an increasingly digital world. They recognize that information posted online is public and permanent and can have a long-term impact on self and others. Expectations for student and staff behaviour as defined in the school Code of Conduct, as well as AP350, AP352, AP356, AP422, AP424, and AP543 apply to online activities.
2. All use of the network must support education and be consistent with the mission of the School District and AP 140.

School District Rights

The School District has the right to restrict or terminate access to and through its network at any time for any reason. The School District further has the right to monitor any network activity in order to maintain both the operation and primary function of the network.

Privacy

1. No user (student, staff or guest) should have any expectation of privacy when using the School District's network.
2. The School District reserves the right to monitor, inspect, copy, and store, without prior notice, information about the content and usage of:
 - the network;
 - user files;
 - user applications;
 - e-mail;
 - internet Access; and,
 - any information transmitted or received in connection with the network.
3. Personal information shall be treated as confidential in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

Acceptable Usage

1. All use of the network must be educational in nature and support the School District's mission statement.
2. Acceptable network use by students, staff and guests includes:
 - creation of files, projects, videos, web pages, and other media in support of curricular goals;
 - communication through email, chat, videoconference, social networks, blogs, wikis, and other communication technology for educational purposes;
 - with parental permission, the online publication of student-created materials;
 - staff use of the network for incidental personal use outside of instructional time in accordance with all School District policies and guidelines;
 - connection of staff, student, and guest personal laptops and mobile devices only after receiving approval from the School District Technology Department to ensure that the device is properly equipped and configured. Connection of any personal electronic device is subject to all network policies and regulations.
3. Unacceptable network use by staff, students and guests includes but is not limited to:
 - use for political or commercial gain;
 - downloading or installing software without permission or approval from the Superintendent (or designate)
 - use of profanity, inappropriate or discriminatory language;
 - cyber bullying, hate mail, defamation, or harassment of any kind;
 - use of any user account other than the one assigned to the user;
 - unauthorized access to other School District computers, networks and information systems;
 - hacking or introducing malicious software to the network;
 - accessing, uploading, downloading, storage, and distribution of obscene, pornographic or sexually explicit material;
 - downloading, copying, duplicating, distributing, or storing software, music, sound files, movies, images, or other materials in violation of copyright legislation;
 - attaching unauthorized equipment to the School District network.

Filtering and Monitoring

1. Filtering software is used by both the Next Generation Network (NGN) and the School District to block access to objectionable content.
2. Users understand that while filtering software makes it more difficult to access objectionable content, filtering is not 100% effective. Network users may be exposed to objectionable content.
 - a. Every user must take responsibility for his or her use of the network and avoid objectionable sites.
 - b. The School District will provide appropriate adult supervision of student internet use.
 - c. Any attempts to defeat or bypass the School District's internet filter or conceal internet activity are prohibited.

Internet Safety

1. Students and staff should not reveal personal information (i.e. address, phone number, birth date) on web sites, blogs, podcasts, video, wiki, email, or any other electronic medium.
2. Students and staff should not reveal personal information about another individual on any electronic medium.
3. No student pictures or names can be published on any class, school or School District website without appropriate permission from a legal guardian.
4. Any user who encounters dangerous or inappropriate information or messages must notify an appropriate school authority.

Disciplinary Action

1. All users of the School District network are required to comply with the School District's policy and procedures, and agree to abide by the provisions set forth in the School District's user agreement.
2. Violation of any of the conditions of use could be cause for disciplinary action, including any of the following:
 - suspension or revocation of network privileges;
 - student discipline in accordance with the School Code of Conduct;
 - school suspension;
 - disciplinary action of an employee in accordance with the appropriate Collective Agreement;
 - legal action through law enforcement.

ADDENDUM

Information Letter to Parents:

Dear Parents:

Vancouver Island West School District 84 provides a District-wide network to staff and students for educational purposes. As part of the School District's mandate to provide an education that is relevant to the demands of modern society, we seek to help develop students as conscientious digital citizens. Technology allows students to communicate, share, create, collaborate, and problem solve in engaging and relevant ways.

While there are many benefits to utilizing technology in the classroom, there are some potential hazards. While the School District makes every effort to protect students, through the use of filtering software and staff supervision of computer use, no protection is 100% effective. Students who use the School District network may be exposed to objectionable, offensive or explicit materials. As with other methods of communication, there are also opportunities for students to express themselves inappropriately.

We provide this registration form in order to:

- acknowledge that while the School District institutes a number of protective measures, there is the possibility that students may access inappropriate material;
- advise you that any inappropriate use of the network by students will result in disciplinary action.

Please read the attached Administrative Procedure 140 and discuss it with your child. After reading and discussing the policy, please complete the attached form.

ADDENDUM

Vancouver Island West School District 84

District Network User Agreement Form

Student Statement:

I, _____, have read the Consent for Network Access letter and Computer Network and Internet Acceptable Use (AP 140). I understand the regulations and agree to use the school network in an acceptable way.

Student Name: _____ (print)

Student Signature: _____

Date: _____

Parent Statement:

I, _____, have read the Consent for Network Access letter and Computer Network and Internet Acceptable Use (AP 140). I have discussed these items with my child, and am satisfied that we understand the expectations for appropriate use and the risks involved. I understand that my child may face school discipline for violating the terms of the Acceptable Use procedures. I understand that the School District has taken reasonable precautions to protect my child while on the network. However, I understand that it is impossible to restrict access to all controversial materials and I will not hold the School District responsible for materials acquired via its networks.

Parent Name: _____ (print)

Parent Signature: _____

Date: _____