

<i>Policy & Operations Manual</i>	CODE: HGBEA TITLE: Computer and Network Acceptable Use APPROVED: AMENDED/REVIEWED: November 29, 2005
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I. POLICY

The Board recognizes and supports that the use of computers, telecommunications and network services provides increased access to learning opportunities with the potential to improve student achievement. Furthermore, it provides staff and students with access to the technologies to enhance their contributions to the Board's mandate and functions. Therefore, the Board endorses teaching, learning and communication practices that utilize computer networks, Internet access and other electronic resources.

II. REGULATION

A. Definitions

1. "Acceptable Use" is defined as a responsibility of each user of District or school computer networks to ensure that such use:
 - 1.1 supports educational activities and communications consistent with the District's mission and goals; and,
 - 1.2 complies with the computer network security requirements of the District.
2. "Unacceptable Use" includes, but is not limited to, activities that do not meet the following Acceptable Use criteria:
 - 2.1 committing illegal or unethical acts, including any use of the network / computer to plan or carry out acts of fraud, theft, harassment or vandalism, or to damage or destroy applications or data or any information necessary to operate the School District;
 - 2.2 transmitting, or gaining access to any material that breaks copyright or material protected by trade secret, or committing plagiarism of information or violating an individuals personal privacy;
 - 2.3 transmitting, or gaining access to obscene or threatening material, written or pictorial, including, but not restricted to, material (except where authorized by school administration or teaching staff in relation to approved curricular activities) which contains or promotes pornography, racial supremacy, ethnic hatred, or violation of human rights;
 - 2.4 using District networks for unauthorized commercial activities by for-profit organizations;
 - 2.5 using District networks for unauthorized product advertisement;
 - 2.6 placing unlawful material on a computer system within, or accessed by, the District network;

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- 2.7 conducting activities that are wasteful of network resources or that degrade or disrupt network performance, including other networks and systems accessed on the Internet;
 - 2.8 sending messages that include profanity, vulgarities, or any other inappropriate language, including sexual, racial, religious or ethnic slurs, or any abusive, threatening or otherwise offensive language;
 - 2.9 revealing over the network, without consent from the person(s) affected, any personal addresses, phone numbers or identifying information of other persons or otherwise invading their privacy;
 - 2.10 breaking confidentiality of any account or password or making them accessible to others; and
 - 2.11 it is unacceptable for any user to attempt to login as either another user or as a system administrator without permission from authorized school or district network officials.
3. “Vandalism” is defined as any malicious attempt to harm, modify, or destroy data of another user, a wide or local area network, the Internet, or other networks. This includes, but is not limited to, the uploading or creating of computer viruses, any malware (viruses), keystroke recording or trojan programs. Harassment in the network context is defined as the persistent annoyance of another user, or the interference of another user’s work. Harassment includes, but is not limited to, the sending of unwanted mail and placing files in another user’s storage areas.
- B. Purpose and Privilege of Access to Computer Network
1. The purpose of providing access to networked services and the Internet is to promote educational excellence by:
 - 1.1. increasing the availability of technology-based resources;
 - 1.2. facilitating communication in support of research and education; and
 - 1.3. providing staff, students and approved community members with opportunities to develop computer literacy skills.
 2. The use of computers, computer networks, the Internet and information services is a privilege, not a right, and Unacceptable Use may result in cancellation of that privilege for any user, whether that user is a student, a District staff member or community member.

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3. The Board will ensure that procedures are in place to control student access to offensive materials but believe that it is ultimately the parent's responsibility for setting and conveying the standards that their children should follow when using media and information sources.
4. Access to District computers, computer networks, the Internet and information services will be provided to students, staff and approved community members who agree to practice Acceptable Use, and agree to the terms and conditions established in school and District policies.
5. Students, staff members or approved community members must sign a Computer Network Acceptable Use Agreement in the prescribed form (See appendix "A", "B" and "C"). Failure to sign a Computer Network Acceptable Use Agreement in the prescribed form will result in a failure to obtain or loss of access to District computers and/or the District's computer network, the Internet and information services.
6. Any user violating:
 - 6.1. these guidelines, or
 - 6.2. any applicable provincial, federal or international laws, or
 - 6.3. posted classroom, school or District rules,

is subject to loss of computer and Internet privileges and any other disciplinary options provided within District policy and/or the *School Act*.
7. Each school principal shall have the sole discretion at the school level, in consultation with the school community, in determining what is Acceptable Use of the network provided such is consistent with policies of the School District.
8. The Superintendent of Schools, or designate, has the authority to provide interpretation of what constitutes Acceptable Use. Criteria to be used in assessing the severity of violation may include, but is not restricted to:
 - 8.1. the nature of the violation;
 - 8.2. whether or not students had access to the material;
 - 8.3. the time of day when access occurred (i.e. was it disruptive to work/learning time)
 - 8.4. frequency (i.e. one time only; frequent and consistent over time); and,
 - 8.5. whether District or personal equipment was being used.

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9. In such matters as expulsion hearings or where appeals are made by parents or students age 16 or over, the Board of Trustees may also determine what constitutes Acceptable Use.
- C. Monitoring Network Use and Responsibility for Unacceptable Material Access
1. The Superintendent of Schools or designate, may review or cause to be reviewed any material on students, staff or community member accounts and files to monitor file server space and/or to make determination on whether specific uses of the network are acceptable.
 2. It is the user's responsibility to not initiate access to unacceptable material and to cease access to such material immediately upon discovery that access has been inadvertently gained to such material.
 3. The Board acknowledges that it is impossible to completely control the content of data that a user may discover or encounter through use of the Internet; however, the Superintendent of Schools or designate, may authorize the application of software programs to restrict or track access to inappropriate material.
 4. School District staff will endeavor to provide reasonable levels of supervision of computer network access, although it may not be practical to provide direct supervision of each student, staff member, or community member in every circumstance in which he or she is using computers or networked services.
- D. Liability of the School District
1. The School District makes no guarantee of any kind, whether expressed or implied, of the service it is providing. Without limiting the generality of the foregoing, this includes loss of data resulting from delays, error or omissions. Use of any information obtained via the Internet is at one's own risk. The School District specifically denies responsibility for the accuracy or quality of information obtained through this service.
- E.

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Network Security

1. The Board holds users responsible to protect their passwords and keep them private to ensure system security. The Superintendent of Schools or designate, shall ensure that an appropriate password standard exists within the District to protect the District computers and network services.
2. It is unacceptable for any user to attempt to login as either another user or as a system administrator without permission from authorized school or District network officials.
3. Only District or school approved software programs may be installed on District computers and the District network, unless otherwise authorized by the Superintendent of Schools or designate.
4. Vandalism of computer or network equipment, software or data files (including theft or unauthorized entry) and/or harassment of any user or any user's files will not be tolerated.
5. All computer records, including but not limited to electronic communication related to the Grande Prairie Public School District #2357's mandate and function may be accessed by the Superintendent of Schools or designate.
6. Users have limited privacy expectations in the contents of their files and records of their online activity while using the District's computer network.

F. Administrative Procedures

1. The principal, in cooperation with school staff of each school, shall:
 - 1.1. ensure that all of the employees at that location receive instruction in the District network policies and guidelines;
 - 1.2. ensure that students shall not be granted access to the District network until they and/or their parents/guardians complete a user agreement with the school or District;
 - 1.3. maintain completed user agreements in student records;
 - 1.4. submit completed staff user agreements to Human Resources for filing;
 - 1.5. establish procedures to ensure adequate supervision of students using the network; and
 - 1.6. ensure that information about District network policy and practices is provided to all authorized users.

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2. Principals and staff are to ensure that all students registered in their school have signed a user agreement to authorize their access to the network. Students in grades 4, 7 and 10 are required to resign the agreement when they enter these grades. Written parent/guardian permission is required for students under the age of 18 years. Adult students may sign agreements for themselves.
3. In circumstances where a student user agreement has not been returned by the parent authorizing the students use and will negatively impact the students learning, the Principal may sign the user agreement on behalf of the parent provided the Principal believes such approval would be acceptable to the parent and that the user agreement has been reviewed with the student. In such a case, a copy of the signed user agreement shall be mailed to the parent for their information.
4. Students with special needs may be exempted from signing an agreement at the discretion of the school principal.
5. All staff members must complete a user agreement in order to be authorized to access and utilize the computer network. Completed user agreements are to be submitted to the Human Resources Department for placement on employee records.
6. Where a community training program is to be conducted at a school district computer workstation(s), the principal/site supervisor may authorize such use when satisfied that the network security is ensured.
7. Suspected abuses are to be reported to the Superintendent of Schools or designate.

Network Resources “Acceptable Use Protocol” for Staff Grande Prairie Public School District #2357

Introduction

Grande Prairie Public School District provides technology resources that support learning for students and staff or that support administrative operations. "Network resources" refers to all resources on the network of Grande Prairie Public School District. This includes, but is not limited to, Internet access, e-mail accounts, installed software, personal file storage areas and all hardware attached to the network.

Principles of Use

- ✓ All network resources are intended for educational use and administrative operations.
- ✓ As the owner of all network resources, Grande Prairie Public School District has the right to monitor their use.
- ✓ Network resources are valuable and should be used appropriately to support the learning and business activities of Grande Prairie Public School District. Network resources must not be used for purposes that are illegal, unethical or immoral.
- ✓ The use of network resources is subject to all policies and practices of both the District and individual schools/sites related to technology, property or conduct. In particular, staff members are expected to abide by Board Policy HGBEA – Computer Network Acceptable Use Policy.

Conditions of Use

- ✓ Staff who use network resources are expected to further the mission of Grande Prairie Public School District. Personal use of the network is permitted provided the use does not interfere with the user's work performance, interfere with any other user's performance, have undue impact on the operation of the network or violate any policy, guideline or standard of Grande Prairie Public School District.
- ✓ Staff will not publish on the Internet or in publicly viewed file personal information about themselves or other network users. Any such publishing must meet the Freedom Of Information and Protection of Privacy guidelines established by Grande Prairie Public School District.
- ✓ Staff that discover material on the network they believe to be inappropriate are expected to immediately advise their school/department administrator or the Director of Information Technology immediately.
- ✓ Staff will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Staff will not use another person's files, output or user name.
- ✓ Staff are responsible for the security of access (login and password) to their network resources. In particular, it is expected that staff will not share their password with others nor will they maintain an unsupervised login that compromises network security. Staff are expected to change passwords regularly. Staff are responsible for problems caused by use of their login by other individuals.
- ✓ Staff will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal program/data files such as executable audio or video files.

Consequence

- ✓ Consequences of inappropriate use of network resources could include loss of network privileges, suspension, financial liability for damages, disciplinary or legal action.

Acknowledgement

I have read and understand the conditions of this “Acceptable Use Protocol.”

Staff Member Name (Print):

Signature: _____

Date: _____

Network Resources “Acceptable Use Protocol” for Students Grande Prairie Public School District #2357

Introduction

Grande Prairie Public School District provides technology resources that support learning for students and staff or support administrative operations. Network resources refer to all resources on the network of Grande Prairie Public School District. This includes, but is not limited to, Internet access, e-mail accounts, installed software, personal file storage and all hardware attached to the network.

Principles of Use

- ✓ Grande Prairie Public School District owns all network resources and has the right to monitor use of the network resources.
- ✓ All network resources are for educational use.
- ✓ Network resources are valuable resources and should be used appropriately.
- ✓ The use of network resources is subject to all policies and practices of both the Grande Prairie Public School District and the school related to technology, property or conduct.
- ✓ Access to network resources with personal devices is subject to the policies and practices of Grande Prairie Public School District.

Conditions of Use

- ✓ Students should use network resources for appropriate educational purposes only.
- ✓ Students will not publish on the Internet or in publicly viewed file personal information about themselves or other students.
- ✓ Students who discover material on the network that is inappropriate or makes them feel uncomfortable should immediately report the material to a staff member immediately.
- ✓ Students will only use their assigned login in the manner intended. This includes only accessing network resources assigned to their login. Students will not use another person’s files, output or user name.
- ✓ Students are responsible for the security of access (login and password) to their network resources. Students must not tell their password to others or leave a workstation without logging out. Change your password regularly. Students are responsible for problems caused by use of their login by other individuals.
- ✓ Students will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal program/data files such as executable audio or video files.
- ✓ Access to network resources with personal devices requires the permission of the school administration.
- ✓ Consequences of inappropriate use of network resources may include loss of network privileges, withdrawal from a course, suspension, financial liability for damages, legal action.

Acknowledgements

Student

I agree to follow the conditions of this Acceptable Use Protocol.

Student Name (Print):

Student Signature:

Date:

Parent/Guardian

I have read the Acceptable Use Policy and understand the educational intent of network resources.

Parent/Guardian Name (Print):

Parent/Guardian Signature:

Date:

Network Resources “Acceptable Use Protocol” for Community Members Grande Prairie Public School District #2357

Introduction

Grande Prairie Public School District provides technology resources that support learning for students and staff or support administrative operations. Network resources refer to all resources on the network of Grande Prairie Public School District. This includes, but is not limited to, Internet access, e-mail accounts, installed software, personal file storage and all hardware attached to the network.

Principles of Use

- ✓ Grande Prairie Public School District owns all network resources and has the right to monitor use of the network resources.
- ✓ All network resources are for educational use.
- ✓ Network resources are valuable resources and should be used appropriately.
- ✓ The use of network resources is subject to all policies and practices of both the Grande Prairie Public School District and the school related to technology, property or conduct.
- ✓ Access to network resources with personal devices is subject to the policies and practices of Grande Prairie Public School District.

Conditions of Use

- ✓ Community members should use network resources for appropriate educational purposes only.
- ✓ Community members will not publish on the Internet or in publicly viewed file personal information about themselves or other students.
- ✓ Community members who discover material on the network that is inappropriate or makes them feel uncomfortable should immediately report the material to a staff member immediately.
- ✓ Community members will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Community members will not use another person’s files, output or user name.
- ✓ Community members are responsible for the security of access (login and password) to their network resources. In particular, they must not tell others their password or leave a workstation logged in. Community members are responsible for problems caused by use of their login by other individuals.
- ✓ Community members will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal program/data files such as executable audio or video file.
- ✓ Access to network resources with personal devices requires the permission of the school administration.
- ✓ Consequences of inappropriate use of network resources could include loss of network privileges, withdrawal from a course, financial liability for damages, legal action.

Acknowledgement

I have read and understand the conditions of this “Acceptable Use Protocol.”

Community Member Name (Print):

Signature: _____

Date: _____