



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION

1600

INFORMATION TECHNOLOGY: DISTRICT-WIDE NETWORK AND INTERNET APPROPRIATE USE

Background

School District No.46 (Sunshine Coast), through its district-wide network, provides data communication links among all district sites and a high-speed connection to sites outside the district including the Internet. Internet services and technologies offer valuable learning experiences for students and sources of information for teachers. At the same time, there are potential hazards. Students and staff may receive offensive communications and may access material that is not appropriate. As with other methods of communication, there are opportunities with computer networks for students and staff to create and distribute inappropriate materials and to conduct themselves in ways that are unacceptable. Therefore, the Board is obliged to inform all stakeholders of potential risks and benefits, and define expectations for all user groups (students, staff, parents and visitors).

Our primary business purpose is the education of our students. Therefore, business and administrative use of district computers is intended for the direct support of the district's operation. Access to the Internet is provided through The Provincial Learning Network (PLNet). PLNet is part of the provincial government network. Standards of use apply to all PLNet users.

Schools need to ensure that they review appropriate Internet usage and District policy yearly. This could be done via assemblies, teacher reminders, student planners and appropriate signage in classrooms and schools.

To manage network capacity and ensure optimal performance of the network:

1. Users do not access Internet radio stations, or video services (typically referred to as "streaming" audio or video), unless the use is education related.
2. Users do not engage in multiplayer network gaming where data is continuously exchanged among players.
3. Users do not download large files, such as movie or music files, unless they are education related.

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4. Users do not act as a file server to Internet users by sharing movies, music files, and software of other files from the device.

Inappropriate use of district computers has the potential to cause severe public embarrassment and damage the trust relationship that we have with our public. Users must avoid accessing sites that might bring the district into disrepute. Internet usage must be able to survive public scrutiny and/or disclosure. Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.

In providing Internet access for all stakeholders the Board also affirms that it will not permit the creating, distributing, or accessing of any material that is not suitable for classroom learning. The Board recognizes that the Internet is a global electronic network and not under the district's control. The Board will not be held responsible for accuracy, thoroughness, timeliness or content of any items retrieved.

Procedures

The following procedures are therefore intended to ensure appropriate use. Inappropriate behaviours may lead to disciplinary action for all user groups, including confiscation of technology, suspension or limitation of network access privileges and corrective actions up to and including termination of staff and or referral to the R.C.M.P.:

1. Inappropriate use of network services includes, but is not limited to, the following:
 - (a) Users may not use the district's networks or computing equipment to:
 - Transmit any materials in violation of Canadian laws;
 - Download, duplicate, store, or transmit pornographic materials;
 - Transmit or post threatening, abusive, obscene or harassing material;
 - Duplicate, store, or transmit copyrighted material that violates copyright law;
 - Participate in pyramid schemes or chain mail;
 - Harass other users;

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- Install any software onto district owned devices without the permission of the district Technical Support Staff or the school’s administrator. (Teachers may download appropriate software / apps for educational or job related purposes onto their assigned district owned devices.)
- (b) Users may not violate, or attempt to violate, the security of the district’s computers, data or network equipment or services. Users must not attempt to obscure the origin of any message or download materials under an assumed Internet address.
- Any attempts at unauthorized access of district data are prohibited and will result in termination of the user’s computer and network privileges and the user may face further disciplinary action, including possible referral to the R.C.M.P.
 - Any attempt to vandalize district network accounts or systems is strictly prohibited and will result in termination of the user’s computer and network privileges. Vandalism is defined as any malicious attempt to harm or destroy data or capture the data or passwords of another member, the district, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
 - Any use of another individual’s password-protected account is prohibited.
 - Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the district’s networks and services.
- (c) Users may not:
- Use abusive, vulgar, profane, harassing, or other inappropriate language;
 - Post, download or transmit inappropriate images / photographs / videos;
 - Re-post personal electronic mail or posts received to public forums (e.g., list serves, newsgroups, Twitter, Facebook) without permission from the author.
 - Share password(s) with others;

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- Distribute or use anyone else's account name and password;
 - Reveal anyone else's personal address, phone number, or picture without their consent, except as required in the course of one's duties;
 - Use network access for personal business purposes or anything else not related to the individual's position in the district;
 - Transmit or expose to Internet access, personal, confidential or protected information, which is reasonably likely to be excepted or excluded from access under the Freedom of Information and Protection of Privacy Act.
3. The district's local and wide area networks are intended primarily for educational purposes and for the business and administrative functions directly in support of the district's operation.
 4. Users may not use their personal computers to connect to the district-wide network or Internet (via PLNet) unless given permission to do so.
 5. Network services and access to these services shall only be by authorized persons. Where password-protected accounts are used, network users are personally responsible for all activity that occurs within their account. Where possible, students are to have their own password-protected account and teachers are not to permit students to operate under the teacher's account. Teachers are expected to take all reasonable precautions to ensure that their students are not accessing inappropriate material on the Internet.
 6. When interacting with other users on the district-wide network or Internet, users are expected to behave as they would in any other environment where they represent their school. It is important that users conduct themselves in a responsible, ethical, and polite manner in accordance with the standards of propriety in the district.
 7. Using the district's networks and the Internet for illegal, obscene, harassing or inappropriate purposes, or in support of such activities, is prohibited.

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8. The district's networks are shared resources and must be used in moderation. From time to time, users may be asked to limit or relinquish access to high priority processes or to accommodate others.
9. Users are advised that computer systems (and files/records including email records) are district property and may be inspected or monitored at any time if misuse is suspected.
10. All above procedures apply whether district network access is gained from in or out of school/work settings and/or school/work time.
11. Violations of the above and other inappropriate uses of technology may result in sanctions including but not limited to:
 - (a) Confiscation of technology or removal of computer privileges (temporary or permanent).
 - (b) Additional disciplinary action at the school level in line with existing disciplinary practice for dealing with inappropriate language or behavior.
 - (c) An exclusion from a computer course option.
 - (d) Where applicable, law enforcement agencies may be requested by the Superintendent/designate to become involved in criminal prosecution, as detailed in the computer crimes provisions of the Criminal Code of Canada.
12. School Administrators will, where and when appropriate, ensure that the *District-Wide Network Student Registration Form* is signed by parents or guardians and or students and kept in students' files. **THIS FORM IS LOCATED IN "LISTS AND FORMS" ON FIRSTCLASS.**
13. Guest users of the district-wide wireless network will be presented with defined terms of use and must agree to accept those terms before access to the network is granted.

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