

<b>Procedure Title</b>	<b>Student Internet Access</b>		
<b>Date of Issue</b>	June 20, 2000	<b>Related Policy</b>	BP 2820-D
<b>Revision Dates</b>	March 5, 2014	<b>Related Forms</b>	AF 6812
<b>Review Date</b>		<b>Originator</b>	Administrative Council
<b>References</b>			
Copyright Act; Criminal Code of Canada; Education Act			

**Procedure:**

**1.0 RATIONALE**

Bluewater District School Board recognizes the many educational reasons for access to the Internet. However, it recognizes that the potential for inappropriate use of these resources also exists. Therefore procedures have been developed to regulate acceptable use of the internet.

**2.0 PROCEDURE**

**2.1 Acceptable Use of the Internet**

- i. Students have computer network access for the express purpose of creating documents and working with curricular software in their own individual workspace.
- ii. Students only have access to their account. Using the network under the account of another person or modifying files of other people is strictly prohibited.
- iii. Only software that has been authorized by Bluewater District School Board, may be installed on a computer or computer network.
- iv. Parents/guardians/students acknowledgement and agreement of the appropriate use is required.
  - a. Parents/guardians/elementary students will be required to complete AF 6812 "Elementary Information Technology Acceptable Use Agreement" annually.
  - b. Secondary students will be required to acknowledge that they have read, understand and will comply with an Acceptable Use Agreement pop-up window two (2) times per year when a student logs in to his/her computer (once per semester) (Please refer to Appendix A for "Information Technology Electronic Acceptable Use Agreement - Secondary Students" .
- v. Passwords should never be given to anyone else, and should be changed on a regular basis.
- vi. Students who bring work from home to use on the school network must follow virus scanning procedures.

## **2.2 Regulations for Internet Use**

All Bluewater District Schools are connected to the Internet. Students are provided with access to resources on the Internet in support of educational objectives. It is the expectation of Bluewater District School Board that site-blocking or filtering software will be in use during Internet access.

- i. Students must demonstrate respect for Internet and other network resources and must not make any attempt to harm, modify, or destroy data of another user or Internet participant.
- ii. Students must realize that not all information on the Internet is accurate, factual, or without bias and information acquired must be assessed and used judiciously.
- iii. Students who identify a security problem on the network or Internet must notify a staff member immediately.
- iv. The transmission or acquisition of information, data, or other intellectual property must comply with Bluewater District School Board policy and Canadian laws (e.g. Copyright Act, Criminal Code of Canada and the Education Act). This includes, but is not limited to activities dealing with:
  - a. copyrighted material
  - b. threatening or obscene material
  - c. information that is proprietary or protected by trade secret
  - d. commercial advertising
  - e. the uploading or transmission of computer viruses
- v. Student must credit all sources.

## **2.3 Network Etiquette**

All users are expected to abide by the generally accepted principles of network etiquette regarding manners, ethics, and security. These include, but are not limited to, the following:

- i. Be polite
- ii. Use appropriate language. Swearing, vulgarities or any other inappropriate terms are not acceptable.
- iii. Do not engage in activities which are prohibited under provincial or federal law.
- iv. Keep personal address, phone number, or any other identifying information private.
- v. E-mail is not guaranteed to be private.

## **2.4 Violations**

Violators of the Internet Access Policy shall be dealt with by the principal of the school. Students found in violation, may face progressive discipline.

- i. Meeting with teacher and/or principal
- ii. Contact with parents
- iii. Suspension of network privileges
- iv. Revocation of all computer privileges
- v. Suspension from school
- vi. Restitution of the costs of any damages
- vii. Referral to the police

## **2.5 Copyright**

Students are expected to honour all copyright restrictions with respect to the use and distribution of computer software, data, and documentation.

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**Information Technology Electronic Acceptable Use Agreement - Secondary Students**

This agreement is designed to ensure a safe and supportive school environment, and to protect the board's computer network. All students are required to acknowledge that they have read, understand and will comply with the requirements/conditions/rules concerning the use of school/board technology.

Students should be aware that all school/board computers, networks, and all information contained on these computers (files, communication logs, Internet history) belongs entirely to the board. The board grants students the privilege to use its technology where this supports and enhances student learning and achievement. Students are required to use these services in a responsible and conscientious manner.

**Students must follow the following rules while using school/board technology:**

- i. Limiting use of technology to specific classroom projects, research goals, or other educational purposes as outlined by a supervising teacher or other staff;
- ii. Adhering to all board policies and guidelines. In particular, students must follow the guidelines of the board's Safe and Accepting Schools Policy (BP 6820-D), the School's Code of Conduct and Bluewater Character Attributes;
- iii. Respecting others' privacy;
- iv. Ensuring all personal information remains private and is not published on the Internet (e.g. not publishing photos, videos, names, addresses, or phone numbers);
- v. Communicating with others in a polite and respectful manner;
- vi. Reporting to a teacher or other staff member if they receive a message that is inappropriate or makes them uncomfortable;
- vii. Reporting known technical, safety, or security problems to a supervising staff member
- viii. Respecting information obtained on the Internet by incorporating all references in a bibliography, footnote, or other form of citation.

**Students are strictly prohibited from engaging in any of the following activities using board technology:**

- i. Sharing their user accounts or password information with others, including giving someone else access to their account or using another person's account;
- ii. Accessing social networking sites (Facebook, Twitter etc.) or instant messaging, except with prior approval from a teacher or other staff;
- iii. Posting any private information about themselves or another person on the Internet, except with prior approval from a teacher or other staff;
- iv. Accessing or posting any material that is inappropriate, obscene, contains sexual/graphic content, or advocates violence or hatred against others;
- v. Communicating with others in a threatening, discriminatory or intimidating manner or otherwise engaging in cyber-bullying, harassment, or stalking of others;
- vi. Using board technology to engage in illegal or criminal activity, such as threatening the safety of another person or arranging for the sale or purchase of drugs/alcohol;
- vii. Plagiarizing from materials they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were a student's own original ideas;
- viii. Installing any personal games or unauthorized software on a board computer;
- ix. Knowingly spreading computer viruses, malicious programs or electronic chain letters;
- x. Hacking into board systems or otherwise tampering with computers or networks in a manner that disrupts normal operations;
- xi. Accessing any unauthorized board system or network or maliciously interfering with the system in any way;
- xii. Attempting to circumvent board security systems.

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Use of the board technology for personal reasons is a privilege. It does not limit the board's ability to access information stored on its system for a wide variety of legitimate reasons, including:

- i. To engage in technical maintenance, repair and management
- ii. To meet a legal requirement to produce information
- iii. To ensure continuity of work (e.g., employee is sick or injured and work needs to be retrieved)
- iv. To improve business processes and manage productivity
- v. To prevent misconduct and ensure compliance with the law

All users also should understand that:

1. A password is what the board uses to reliably identify who is using its technology and does not prevent the board from accessing its computing resources;
2. That the board can restore information that individuals delete from its computing resources.

In light of the above and the primary function of board technology, students should understand that personal use is not private. If students need a private means of communication or a private means of computing they should use a personal computer or device and connect to the Internet through a commercial service provider.

Students must be aware of requirements for safe and wise use of information technology resources in our schools. The response to actions that are not in accordance with the board's Safe and Accepting Schools Policy (BP 6820-D), the School's Code of Conduct and Bluewater Character Attributes may range from withdrawal of privileges to disciplinary action pursuant to applicable board policies.

For more information regarding the board's policies please click on the associated links (e.g., board policies BP2310-D, BP2311-D, BP2312-D, AP2313-D, BP2314-D, BP2820-D, BP6820-D as well as associated procedures.