



5.08 Technology Acceptable Use of Students

5. Students - Administrative Procedure Manual

It is an expectation that all Pine Creek School Division students utilizing divisional communication technology hardware, software and services will do so in a responsible, efficient and ethical manner, in accordance with the Mission, Policy and Procedures of the Pine Creek School Division. Access is to be considered a privilege rather than a right.

An acceptable use agreement must be signed by all students 18 years of age or older, and by the parents of all students under the age of 18.

Pine Creek acceptable use regulation regarding “bring your own device” services in Pine Creek School Division schools information technology resources in the schools.

We in the Pine Creek School Division are pleased to be able to offer our students, staff and guests access to computer technology, including access to the Internet, certain online services, and the Pine Creek information technology network. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. However, to ensure parents/guardians are fully aware of their child's use of a personal device such as a laptop, cell phone or tablet computer at school, permission to connect the device to the school's technology services must be expressly provided.

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or principal to help decide if a use is appropriate. Adherence to the following regulation is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:

1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all divisional Internet filters and posted network security practices.

2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

Users must respect and protect the intellectual property of others by.

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the regulation above:

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or videoconferencing (students require a teacher's permission).
3. Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).
4. Use the resources for any educational purpose.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline maybe imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

Supervision and Monitoring

The use of division owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this procedure. Administrators reserve the right to examine, use, and disclose any data found on the school's

information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The division reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The division also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability

The division shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications it is also impossible for the division to guarantee confidentiality of e-mail sent and received over any computer network.

The division shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the division be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.