

# Information Technology Acceptable Use Policy for Pine Creek School Division Grade 5 - 12

***This policy was designed for all individuals having access to school/divisional/personal technology services.***

Today's digital environment provides staff and students with a multitude of opportunities to be a part of digital culture that connects people to a broader local and global context. The ability to utilize technology to create authentic and powerful teaching and learning experiences requires strong policies to guide practices. Pine Creek School Division believes that for staff and students to participate fully, safely, and ethically a clear statement of responsibilities and digital opportunities must be defined. We believe that effective and sustainable processes of technology integration will enable all users of our computer network and Internet system, herein referred to as the SYSTEM, to appreciate and respect the following opportunities and responsibilities:

- To communicate, publish and interact online. This could include emailing, wikis, blogs, tweets, social media, texting and other online communication tools
- To access digital resources for research, learning and participating in educational processes for local and global issues
- To learn online and support the diverse range of course/content areas being studied
- To augment classroom experiences through online multimedia interactions that provide alternative modes of learning.
- To exhibit leadership for digital citizenship
- To demonstrate personal responsibility for continuous learning
- To exhibit a positive attitude and ethical behaviours towards the use of

technology for collaboration and productivity

- To advocate and practice safe, legal and responsible use of information

## **What is an Acceptable use Policy (AUP)**

An Acceptable Use Policy (AUP) is a written agreement, signed by students and their parents or legal guardians, outlining the terms and conditions of use for the Pine Creek School Division Technology Network. This AUP contains several sections and you and your child should discuss each section and sign the permission form in the appropriate places. This AUP specifically sets out acceptable uses, rules of on-line behavior, and access privileges. Also covered are penalties for violations of the policy. Anyone using the School Network is required to sign this AUP and know that it will be kept on file.

## **2. Acceptable Use Policy**

### **A. Educational Purpose**

## Information Technology Policy 5.08.02

Pine Creek School Division's SYSTEM is provided to schools for educational and administrative purposes and its use is limited to such.

Activities that are acceptable on the SYSTEM include classroom activities, career development, and high-quality personal research and school administrative tasks.

The Division has the right to place reasonable restrictions on the material accessed or posted through the SYSTEM.

Users may not use the SYSTEM for commercial purposes. This means one may not offer, provide, or purchase products or services through the SYSTEM unless it is for approved school-based projects or fundraisers.

The SYSTEM may be used to communicate with elected representatives and to express personal opinions on political issues, but not for political lobbying.

### **B. Student/Staff/Visitor Internet Access**

The World Wide Web (WWW) is a global database system providing access to information from around the world. E-mail is an electronic mail system, which allows students to communicate one-to-one with people throughout the world.

Students/Staff/Visitors may have access to the Internet WWW information resources through their classroom, library, school computer lab or personal electronic device.

Students may have e-mail access only under their teacher's direct supervision using an account approved by the school.

### **C. Unacceptable Uses**

The following uses of The SYSTEM are considered unacceptable:

#### **1. Personal Safety and Personal Privacy**

Students will not post personal contact information about themselves such as one's address and telephone number. This information may not be provided to an individual, organization, or company, including World Wide Web sites that solicit personal information.

School web pages will not display individual information/pictures without written permission from parents. Caution will be taken to protect student privacy and limit access to individual information.

Students will not agree to meet with someone they have met online.

Students must promptly disclose to a teacher or other school employee any message received that is inappropriate.

#### **2. Illegal Activities**

Users will not attempt to gain unauthorized access to The SYSTEM or to any other computer system through The SYSTEM or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.

Users will not make deliberate attempts to disrupt the computer system or destroy data.

### **3. System Security**

Users are responsible for their individual accounts and must take all reasonable precautions to prevent others from being able to use the account. Under no conditions should one's password be provided to others.

Users will avoid the inadvertent spread of computer viruses by following appropriate virus protection procedures when loading or downloading files from external sources.

### **4. Inappropriate Language**

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on World Wide Web pages.

Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

### **5. Respect for Privacy**

Users will not forward a message that was sent privately without permission of the person who sent the message.

Private information, including personal contact information, about another person is not to be posted.

Parents have the right to request to see the contents of their son or daughter's e-mail files.

Students will not use personal or divisional devices to audio record, video record, and/or take pictures of other students, who are under eighteen years of age, without the parental consent of the other child(ren) during school hours or events.

### **6. Respecting Resource Limits**

Students will not download large files unless permission is gained from the supervising teacher.

The posting of chain letters or spamming is not condoned. (Spamming is sending an annoying or unnecessary message to a large number of people.)

Users will subscribe only to high quality discussion group mail lists that are educationally relevant and will only log on with the expressed permission of the supervising teacher.

### **7. Plagiarism and Copyright**

Users will not plagiarize works or material found on the Internet unless it is in the public domain. All users will respect the rights of copyright owners.

### **8. Inappropriate Access to Material**

The SYSTEM is not to be used to access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).

**9. Damaged or lost Devices:**

Damaged or lost devices may be the responsibility of the parent/guardians. Each situation is reviewed by the principal and IT department.

**10. Device Accessories:**

The initial charger is provided with the device – if the charger goes missing, further purchases are the responsibility of the parents/guardians.

Any other accessories to the device are the responsibility of the parents/guardians.

**STUDENT USER AGREEMENT – Grade 5 – Grade 12**

Name of School: \_\_\_\_\_

Grade: \_\_\_\_\_

I understand what my teacher has told me about the rules for using computers and the internet at school, and that I must agree to follow those rules. I also understand that if I do not follow these rules, I may not be able to use the computer or the Internet at school.

Name of Student (Print): \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

As a parent or guardian of the student (named above), I support the policy and agree that access provided to the Pine Creek School Division technology environment is to be used for educational purposes only.

I understand that it is not possible for the School Division to control all access to the technology network. I will not hold the School Division responsible for information obtained through the technology network that is inappropriate for school use.

I understand the terms and conditions outlined in this Acceptable Use Policy and give my permission for the student (named above) to access the Pine Creek School Division Technology Network.

Name of Parent/Guardian (Print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_