



COMPUTERS, NETWORKS, INTERNET AND EMAIL

ACCEPTABLE USE POLICY (AUP)

This policy shall govern the use of computer equipment, software, the network, e-mail and Internet access provided by the Board of School Trustees of School District No. 35 - Langley, to students and employees.

School District computers, software, networks, electronic systems and access to the Internet (collectively referred to as the "System") are intended for educational and/or research purposes and for conducting valid District business. The School District provides access to Internet e-mail capability as well as Internet informational resources, and searching and browsing tools. The purpose of the Internet is to give students and teachers access to educational resources that will support the work they do in the classroom. Use of the System and access to the internet for any other purpose is prohibited including, without limitation, commercial, criminal, obscene or illegal purposes. Use of the System to gain access to inappropriate materials, including, without limitation, obscene or pornographic materials, is prohibited.

Use of the System requires prior authorization by the School District. The School District reserves the right to restrict the scope of access to individual users or classes of users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the System.

Access to the System, including internet resources is a privilege, not a right. Such access is made available only so long as the user complies with the School District's Acceptable Use Policy and such rules and regulations as may be made by the School Board from time to time. Inappropriate or prohibited use may lead to suspension or termination of user privileges at the discretion of the School Board, and possible other consequences including disciplinary action. Use of these resources indicates you agree to comply with the terms and conditions of use established by the School Board and outlined in this Policy.

Anyone who accesses information on another network will be subject to that network's acceptable use policies.

The School District makes no guarantees about the service it is providing through this System and the School District will not be responsible for any damages that may be incurred. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the System or your errors or omissions. Use of any information obtained via the Internet is at the user's risk. The School District denies any responsibility for the accuracy or quality of information obtained through the System.

The School District's Acceptable Use Policy shall be interpreted, construed and enforced in all respects in accordance with the laws of the Province of British Columbia. Each party irrevocably consents to the jurisdiction of the courts of the Province of British Columbia, in connection with any action to enforce the provisions of the School District's Acceptable Use Policy, to recover damages or other relief for breach or default under the Acceptable Use Policy, or otherwise arising from or by reason of the School District's Acceptable Use Policy.

By signing the registration form, you agree to abide by the terms and conditions of use of the System, as outlined in this document. Employees of the School District and in the case of students, the parent or guardian as well as the teacher and student must sign the agreement in order to access the System.

General Guidelines for Acceptable Use

Successful operation of the System requires that users regard the System as a shared resource. It is important that users conduct themselves in a responsible, decent, ethical, and polite manner while using the System. Following is a list of guidelines whose violation may lead to suspension or termination of privileges.

System Security:

1. Authorized users are prohibited from sharing their passwords or permitting others to use their access, or account, and must log off immediately after use to ensure that others cannot use their access or account. Account holders are responsible for all activity within their account.
2. The System is a shared resource, and must be used in moderation. Please be aware that there are other users in your district who are entitled to access the network. Disk storage space on the system is limited and consequently, users should store information on the System in moderation.
3. Users must follow the School Board's virus protection procedure when using floppy disks, placing material on a computer or downloading material from the Internet or email. Conduct, which deliberately or recklessly exposes the System to computer virus infection, is prohibited.
4. Vandalism will result in cancellation of network privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, computing equipment, the network, or the agencies or other networks that are connected to the Internet. This includes, but is not limited to, uploading or creating computer viruses.
5. In order to protect the integrity of the networks and maintain efficiency, the connection of personal technology equipment such as home computers, routers, servers, wireless devices, etc. to district networks, is not allowed without the permission and guidance of the site or district technology contact.

Privacy and Confidentiality:

Use of the System including Internet access, is neither private nor confidential and may be tracked. Use of the System including the Internet, by any individual, may be monitored or reviewed by the School District system administrator(s) without prior notice.

The system administrator(s) may remove locally posted messages that are unacceptable and/or in violation of the Acceptable Use Policy.

In the case of misuse or suspicion of misuse of the network or services, the School Board reserves the right to access any files/data on the system.

The system administrator(s) will not intentionally inspect the contents of users' e-mail, or disclose the contents to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient, unless required to do so by law or the policies of the School Board, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. The School Board will cooperate fully with any participating school district, local, provincial, or federal officials in any investigation concerning or relating to any e-mail transmitted on the System.

The system administrator(s) has the right to set quotas for disk/computer usage and download/time limits on the System.

Inappropriate Uses of the District Technology Systems

Inappropriate uses of the System include, but are not limited to the following:

1. You may not use District Technology Systems to:
 - Transmit any materials in violation of Canadian laws
 - Duplicate, store, or transmit pornographic materials
 - Transmit or post threatening, abusive, or obscene material
 - Duplicate, store, or transmit copyrighted material that violates copyright law
2. Hacking into a network is a criminal act. You may not violate, or attempt to violate, the security of the System computers, data, or network.
 - Any attempts to access unauthorized data or vandalize the System will result in termination of the account. Vandalism is defined as any malicious attempt to harm or destroy any components of the System, or any of the agencies or other networks that are connected to the System. This includes, but is not limited to, the uploading or creation of computer viruses.
 - Use of another individual's account or password 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 System.
3. Use appropriate manners when communicating using the System.
 - If you use the System to threaten, intimidate, bully, or spread rumours about another individual (or group) you will lose your account and the ability to use the System.
 - If you are asked to stop sending email messages, then stop!
 - Examples of good Netiquette include:
 - Avoid the use of sarcasm or subtle humour. It is hard to understand the tone of such emails.
 - Write in a style that matches the person who is receiving the email (some people might not understand Internet slang).
 - When replying to an email, reply to the sender only, not everyone else, (reply to everyone only if the sender asks you to do so).
 - Your email subject line should reflect the content of the message
 - Spell check your email before sending
 - Avoid using all uppercase letters and multiple exclamation marks because that indicates shouting
4. To ensure the safety of all network users and efficiency of the System.
 - Keep your password private. Use only your own account. Account holders are responsible for all activity within their account.
 - Don't distribute or use anyone else's user ID and password, or reveal anyone else's private information, address or phone number.
 - Permission from your site or district technology contact is required if you wish to connect your own personal technology to the System.
5. The System is meant for educational purposes. The System may not be used for:
 - Personal business
 - Product and/or service advertisement or political lobbying
 - Sending chain letters;
 - Playing network intensive games;
 - Harassing other users with unwanted email or spam.

This Acceptable Use Policy is applicable to all persons using the School District's System (computers, software, networks, electronic systems, and the Internet)