



Information Technology & Communication Systems

Acceptable Use

Student Name _____

Grade _____ Homeroom/Division _____

The School District acknowledges the importance of information technology hardware, software and related infrastructure as part of the District's operations and recognizes the increasing importance of technology tools as a part of the classroom and curriculum. The Board provides online systems and online resources (information communication technology systems or "ICTS") in supporting the delivery of educational programs and the business operations of the District. Online resources include all material that is accessed through a District computer or via the District telecommunications network through a personal device.

The Board is committed, within available resources, to providing accessible, reliable, and secure online systems and resources to students, staff and approved guests for the purpose of learning, teaching, and management and administration of District operations.

Terms of Use

Use of technology, including Internet access and email, is neither private nor confidential and may be tracked or visible to the District. Use of such technology by any individual, may be monitored or reviewed by the District without prior notice. This might occur as a result of routine monitoring, system maintenance or improvement, or in order to respond to security incidents. It may also occur to investigate misuse or suspicion of misuse of the network or services, breach of school rules, or student misconduct. The Board reserves the right to access any files/data on the system. The District also reserves the right to block or remove files that are unacceptable or in violation of this Acceptable Use policy and procedures.

Staff and students are not guaranteed privacy when they use the District's systems. They should therefore not use these technologies to create, post or transmit information of a personal or sensitive nature. The District expects that these systems will be used primarily to facilitate student learning and for operational and administrative purposes. Staff and students are prohibited from using these systems to publish or disseminate personal or private information about others without their knowledge and consent.

Some District approved online technologies may be hosted outside of the District's facilities and in other parts of the world. Some of these online products are used by students to perform schoolwork or communicate with their teachers and classmates. When using these products, it is possible that an individual's full name, student ID, school name, email and classwork may be stored on premises outside Canada. Some providers require individual information in order to open user accounts. In such cases, the privacy laws of the country hosting the data may apply. Those laws may not be the same as Canada's laws. Such technologies are used in the manner prescribed by the District. When technologies are used that store personal information outside of Canada, your school will provide notice to you or, where required, seek your consent or the consent of your student.

The School District is subject to and complies with the Freedom of Information and Protection of Privacy Act (FIPPA). In accordance with FIPPA, the District will not use or disclose or post a student's personal information except as authorized by FIPPA or with the consent of the student or his or her parent/guardian. Where a student is elementary age, parental consent will be sought. Where a student is mature enough to make their own decisions about access and disclosure (typically by middle or secondary school) then consent may be sought from students for the collection, use and disclosure of their personal information.

When using social media or other websites to enhance classroom education or conduct District business, including personal information, it is the District's expectation that neither images nor the full names of individuals may be posted by staff or students unless authorized. Staff and students are responsible to ensure that appropriate measures are taken to protect the privacy of individuals and content where applicable.

The misuse of District technology may attract disciplinary consequences. Please be aware that any illegal action carried out using District systems or resources will be reported to law enforcement officials for possible prosecution. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian].

The following guidelines apply to all use of District technologies:

1. You may not use technology to:

- Transmit any materials in violation of Canadian laws
- Duplicate, store or transmit pornographic materials including sexting
- Transmit or post threatening, abusive, or obscene material, discriminatory messages or other communications promoting hate or inciting violence
- Duplicate, store or transmit copyrighted material that violates copyright law
- Threaten, intimidate, bully, or spread rumors about another individual or group
- Use anonymous proxies to get around content filtering
- Engage in other conduct prohibited by school rules

2. Plagiarism/Copyright/Licensing. Plagiarism is the act of using someone else's words or ideas as your own:

- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- All students and staff should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

3. The same standards of professional conduct between teachers and students apply when using social media. Neither staff or students should engage in personal or unprofessional communications using these forums.

4. District technology is meant for educational purposes and as such may not be used for:

- Personal business
- Product and/or service advertisement or political lobbying
- Playing network intensive games
- Harassing other users with unwanted email or spam

The School District recognizes the great potential social networking services may provide to enhance education, communication, and learning. However, we also recognize the potential dangers of such services if used inappropriately. The purpose of this consent is to ensure that parents and students are aware of the District's policies and practices concerning the use of these systems.

Student & Parent/Guardian Consent

Parent Consent

First Name _____ Last Name _____

Date _____ Signature _____

Student Consent

First Name _____ Last Name _____

Date _____ Signature _____