



## Administrative Procedure 140

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# COMPUTER ACCESS TO ELECTRONIC INFORMATION

## Background

Students and staff are to be given the skills and the opportunity to access educationally appropriate electronic information.

Electronic information may be used for a wide variety of purposes such as commercial, entertainment, personal views or research. Within a public education system, computer access to electronic information is to selectively focus on the skills, knowledge and attitudes expected from the curricular and Graduate Profile outcomes for students.

## Procedures

1. The Selection of Electronic Network Access Providers
  - 1.1. The Chief Officer of Information and Technology responsible shall have the final say in the selection of a service provider and shall sign any agreement with respect to service or access.
2. Selection of Resources, Directed Learning and Progressive Access
  - 2.1. Electronic resources will be selected that support the objectives of the curriculum and Graduate Profile Outcomes for students.
  - 2.2. As much as possible, information resources will be designed in ways which point students to those sources which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives.
  - 2.3. The general principle will be that increased, independent access by students will occur with increased maturity (age appropriate) and demonstrated awareness of appropriate use.
  - 2.4. Fully independent access by a student (e.g. a student account number) will be given only if the student has demonstrated an understanding of appropriate, responsible use to his or her teacher, and has been granted parental permission through the required forms (Form 140-1; Form 140-2).
  - 2.5. The District will provide principals with a basic consent form for parents and students to sign before computer access is allowed. Principals are to add to the basic form, those requirements that reflect their specific sites.

### 3. Responsibility of the Principal

It is the responsibility of the principal to:

- 3.1. Inform parents of the educational benefits as well as the potential risks involved in communications with persons and information outside of the jurisdiction of the school.
- 3.2. Ensure that parents have signed a consent form (Form 140-2) that meets District and school requirements before any computer access is granted to his or her child.
- 3.3. Provide parents, staff and students with a statement about the school's expectation for appropriate use of computer and electronic information access, including the consequences of inappropriate use such as loss of computer privileges and other disciplinary action.

### 4. Responsibility of the Teacher

It is the responsibility of the teacher to:

- 4.1. Review and comply with the District and the school's electronic information and computer use administrative procedures.
- 4.2. Instruct students in the nature of the risks involved in communicating with others through this medium.
- 4.3. Give students guidelines for minimizing personal risks, e.g. the release of personal information, telephone, etc.
- 4.4. Provide and ensure compliance with the parental consent form (Form 140-2).
- 4.5. Monitor student use of the computer and electronic networked information.

### 5. Responsibility of the Parent

It is the responsibility of the parent to:

- 5.1. Be aware of the consequences set out by the school and the District for unacceptable and inappropriate use.
- 5.2. Be aware of the risks inherent in that access, while encouraging safe and acceptable practices of use.
- 5.3. Read the acceptable use school and District Administrative Procedures as they apply to computer and electronic networked information access before permitting their son/daughter access by signing the consent form (Form 140-2).

### 6. Responsibility of the Student

It is the responsibility of the student to:

- 6.1. Sign the consent form(s) (Form 140-1) and understand compliance with this is a condition of access to school or District computer systems. (Access to specific networks may require completion of their forms as well, e.g. CLN)
- 6.2. Understand the consequences of non-compliance.
- 6.3. Conduct all of his/her activities in accordance with the administrative procedures set out for the use of computer and electronic information as specified by the school and District.

6.4. Conduct all activities in a responsible, ethical, legal and courteous manner, especially when contacting others on an electronic network, or using copyrighted software.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act  
School Regulation 265/89  
Canadian Charter of Rights and Freedoms  
Canadian Criminal Code  
Copyright Act  
Introduction to British Columbia's Redesigned Curriculum, 2015

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