



SCHOOL DISTRICT #49 (CENTRAL COAST)

Administrative Procedures Manual

Administrative Procedure: G-1 Internet Access for Students and Staff

Date: March 30, 2010 Updated: November 30, 2018

Computer and/ or communications equipment, software, e-mail and Internet access, including access to networked servers and/ or storage devices provided by the school district (collectively referred to as "the System") are intended for educational purposes and for conducting valid school district business.

Use of these resources for any other purpose, including commercial, criminal, or illegal activities, or to gain access to inappropriate, obscene or pornographic material, will not be tolerated.

The district reserves the right to restrict the scope of access granted to individual users or classes of users. "User" is an employee, student, volunteer or any other person granted access to the System. Any user identified as a security risk may have his or her access to the System restricted. Access to the System will be made available only so long as the user complies with this policy and such rules and regulations as may be established by the Board from time to time.

Inappropriate use or prohibited use may lead to suspension or termination of user privileges at the discretion of the Board, and possible other consequences, including disciplinary or legal action.

Specific School Level Procedures

1. Schools will ensure that teachers review the "Network Acceptable Use Guidelines" with students prior to allowing access to the System.
2. Schools will publish, the following "Network Acceptable Use Guidelines" at least once per year in a school newsletter. These guidelines may also be published in the school handbook and/ or on the school's website.
3. Schools will inform parents that, should they not wish their child(ren) to have access to the System, the school should be notified.
4. Schools will instruct students on the appropriate and safe use of the System, including the Internet, and the dangers of posting personal information on networks or the Internet.
5. Written parental permission must be obtained prior to the posting of a student personal information, including any photo of the student, on the internet.



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SCHOOL DISTRICT #49 (CENTRAL COAST) NETWORK ACCEPTABLE USE GUIDELINES

The School District Network provides students and teachers with access to internet, email capability as well as internet informational resources and searching and browsing tools. This access is a privilege, not a right. It is made available only so long as the account holder abides by the District Acceptable Use Policy. Inappropriate use may lead to suspension of user privileges and possible other consequences. By signing the student registration form, users agree to abide by the terms and conditions of use of the School District.

1. GENERAL

- 1.1. Users of the System must conduct themselves in a responsible, respectful, ethical and polite manner, as they would in any other environment where they represent their school or employer.
- 1.2. It is the responsibility of users to inform themselves of the specific application of these regulations in their school or workplace.
- 1.3. Any account holder who accesses information on another network will be subject to that network's acceptable use policies.

2. SECURITY

- 2.1. Users must not disclose their passwords to any other person and must not permit others to use their accounts.
- 2.2. Users must not distribute or use anyone else's user ID or password.
- 2.3. Account holders are responsible for all activity within their accounts.
- 2.4. Users must follow the district's virus protection procedure when using removable media, placing material on a computer or downloading material from the Internet or e-mail. Conduct which deliberately or recklessly exposes the System to computer virus infection is prohibited.
- 2.5. Users may not violate, or attempt to violate the security of the System.
 - 2.5.1. Any attempts to access unauthorized data may result in termination of user privileges.
 - 2.5.2. Any attempts to vandalize district accounts or systems may result in termination of user privileges.
- 2.6. It is the responsibility of all users who become aware of situations that may jeopardize the security of the System to bring this to the attention of the appropriate person or authority.

3. PRIVACY

- 3.1. Use of the System is neither private nor confidential, and may be monitored or reviewed by the Board without prior notice.
- 3.2. The contents of users' files, including e-mail, will not be inspected or disclosed unless required by law or the policies of the Board.
- 3.3. In case of misuse or suspicion of misuse, the Board reserves the right to access any files on the system.



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- 3.4. The district may remove files that are in violation of these Network Acceptable Use Guidelines.

4. PROHIBITED USE

4.1. Users may not use the System:

- 4.1.1. To transmit any materials in violation of Canadian laws;
- 4.1.2. To access, store to transmit material that is defamatory, inaccurate abusive obscene, profane , sexually oriented, threatening or racially offensive;
- 4.1.3. To access, store or transmit copyrighted material that violates copyright laws;
- 4.1.4. For business purposes;
- 4.1.5. For political lobbying ;
- 4.1.6. To distribute unwanted or unsolicited e-mail messages.
- 4.1.7. To harass other users.
- 4.1.8. Bittorrent downloads are strictly forbidden.

4.2. When interacting on the System, users must not:

- 4.2.1. Use abusive, vulgar, profane, obscene, threatening or other inappropriate language;
- 4.2.2. Publicly criticize others;
- 4.2.3. Re-post personal e-mail to public forums without the permission of the author;
- 4.2.4. Use excessive network resources through activities such as sending chain letters, playing network-intensive games or downloading excessively large files.

5. RIGHTS AND RESPONSIBILITIES OF THE SYSTEM ADMINISTRATOR

- 5.1. The system administrator is authorized to remove locally posted messages that are unacceptable and/ or in violation of the District Acceptable Use Guidelines.
- 5.2. It is the responsibility of the user to backup files or other media.
- 5.3. The system administrator will not intentionally inspect the contents of account holders 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 this School District, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. School District management will cooperate fully with any local, provincial, or federal officials in any investigation concerning or relating to any e-mail transmitted on the School District Network.
- 5.4. The system administrators reserve the right to suspend or terminate a user's access to and use of the System upon any breach of these Acceptable Use Guidelines by the user.

6. STUDENTS

6.1 The purpose of student access to the System is to further the learning objectives of the education program, including:

- 6.1.1. Providing training in the use of computer systems;



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- 6.1.2. Providing access to a wide range of material with educational value to the student;
- 6.1.3. Facilitating communication with others around the school district and the world in furtherance of the student's education.
- 6.2. When accessing information on the Internet for use in school projects, students must not engage in plagiarism or other forms of cheating. It is contrary to the District Code of Student Conduct to use all or part of someone else's work without proper acknowledgement.
- 6.3. Failure by a student to comply with these guidelines and any rules and regulations that may be implemented by the Board from time to time may result in suspension or revocation of some or all access privileges and also may result in disciplinary action.
- 6.4. Prior to suspension or termination or as soon after as is practicable, the system administrator will inform the school account authorizer who in turn will inform the account holder of the suspected breach and give them an opportunity to present an explanation. The account holder may request a review hearing with the account authorizer (and/ or other School District Administrators) within seven (7) days of the suspension or termination if the member feels that the action was unjust. After the review, access may be restored if the system administrator and the School District personnel upholds the account holder's appeal.
- 6.5. Vandalism will result in the cancellation of all computer privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, the School District or the agencies or other Networks that are connected to the Internet. This includes, but is not limited to, uploading or creating computer viruses.

7. OTHER PROVISIONS

- 7.1. The School District Acceptable Use Guidelines 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 Acceptable Use Guidelines, to recover damages or other relief for breach or default under the Acceptable Use Guidelines or otherwise arising under or by reason of the School District Acceptable Use Guidelines.

8. WARRANTY

- 8.1. School District #49 (Central Coast) makes no guarantees about services provided through the Network. The District will not be responsible for damages suffered by the user. This includes loss of data resulting from delays, non-deliveries, misdeliveries, service interruptions or system equipment failures caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at the account holder's risk. The School District denies any responsibility for the accuracy or quality of information obtained through the Network.



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School District #49 (Central Coast) Learning Network Staff and Student Network Agreement

Student Section

Student Name _____ Grade _____

School _____ Device MAC _____

I have read the District Acceptable Use of Networks Policy, I agree to follow the rules contained in this Policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

Student Signature _____ Date _____

Parent or Guardian Section

I have read the District Acceptable Use of Networks Policy.

I hereby release the district, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's or ward's use of, or inability to use, the District system, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child or ward regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use of Networks Policy. I will emphasize to my child / ward the importance of following the rules for personal safety.

I give permission to issue an account for my child / ward and certify that the information contained in this form is correct.

Parent or Guardian Signature _____ Date _____

Parent or Guardian Name _____

Home Address _____ Phone _____

This space reserved for the System Administrator

Assigned User Name

Assigned Temporary Password