



Acceptable Use of Computer Technology and Internet

(Abbreviated Version) APS 017 – Appendix A

The Board's Wide Area Network and Internet access may be used for educational and Board business purposes. Prior to accessing the Internet, students, staff and trustees must have read this policy and sign an Informed Consent Form. Teachers, who plan to have their students access the Internet, will instruct their students in its use. All users must fully respect intellectual property rights, including copyright, privacy rights, human rights, including the right of freedom from harassment, defamation and criminal laws. In addition, users must fully respect Family Life Policies, the Safety of All guidelines, as well as all other pertinent legislation, regulations, policies and guidelines in force.

1. The Waterloo Catholic District School Board is committed to providing all users with access to the Internet and believes that it will enhance users' opportunities for developing life long skills as independent learners, creative thinkers, enthusiastic problem solvers and effective communicators.
2. The Board acknowledges that it will be necessary to teach students the critical thinking skills necessary to make moral as well as intellectual decisions about the information they encounter on the Internet.
3. The Board accepts its responsibility to define "acceptable use" of its electronic communications system, including the Internet, and to implement these guidelines, which contain expectations and responsibilities for all users who access the system, and thereby commit to abiding by this policy.

The use of Internet is a privilege and breach of any terms and conditions may result in a cancellation of those privileges and further disciplinary action.

PROCEDURES

Students shall be responsible for appropriate behaviour on Board networks just as they are in a classroom, a school hallway or workplace. In order to ensure proper use, users shall:

- a) Use computer technology and the Internet under teacher supervision;
- b) Students shall obtain permission from the teacher before using the Internet;
- c) Observe standards of common courtesy and respectful behaviour consistent with the practices and policies of the board and the school when sending or publishing messages or other information on the Internet;
- d) Acknowledge sources of information and documents by using appropriate citation methods;
- e) Obey the Copyright laws
- f) Back out of any site, which is transmitting any information, sound, graphic or other material that is unacceptable, and immediately report any such accidental visit to the teacher or supervisor.
- g) Observe Internet etiquette.

ACCEPTABLE USE – TERMS AND CONDITIONS

a) Educational Purpose

The use of the Internet shall be in support of educational endeavours and be consistent with the curricular objectives of the Board and the school. Users of other organizations' networks or computing resources shall comply with the rules appropriate for that network. Transmission (receiving or sending) of any material in violation of any Canadian or Ontario law is prohibited. This includes, but is not limited to: copyrighted material; threatening, offensive or obscene material; material suggesting pornography, racism or sexism; use for commercial activities by "for-profit" institutions; the downloading of *.EXE's, MP3, MOV and AVI's, etc., use of product advertisement or political lobbying; and the use of the Board's WAN and computer technology for illegal activities.

b) Informed Consent Form

All students may use the Internet under the terms defined in this policy and upon completion of the Informed Consent Form. If the student is less than 18 years of age, a parent or legal guardian must also sign the student's form. **Please find the Informed Consent Form on the reverse. This form is to be completed and returned to the school upon registration.**

c) Privileges

The use of the Board's computer technology and the Internet is a privilege and breach of any terms and conditions may result in a cancellation of those privileges and further disciplinary action. Violations of the policy will be handled in accordance with relevant Board policies and procedures. The Board shall deem what is appropriate use based on the guidelines outlined in the Policy and its decision shall be final. The Board may close user accounts at any time, as it deems necessary. The administration and staff may request the system administrator to deny or suspend user accounts. In particular, this policy includes restrictions on accessing inappropriate materials. Some examples are materials that include profane or obscene (pornography) subject matter, rude language, promotes hate and racism or illegal activities. What is deemed to be inappropriate remains within the sole discretion of the Board. Inadvertent access must be disclosed immediately to the appropriate teacher or supervisor.

For more information you may review the Board's full policy on the Board's Web Site

<http://wcdsb.ca> / about us / policies and administrative procedures / APS 017



#: APS 017 – Appendix D
Student Acceptable Use of Computer Technology and Internet
Informed Consent Form – Grades 9-12

I am applying for access to the Internet and agree to the following guidelines:

1. My network access is for personal educational purposes only, including research, intellectual exchanges, educational projects, and like purposes. I understand that commercial (for profit) and recreational (game playing) use of the network is not permitted.
2. I will abide by all federal and provincial laws regarding copyright, threatening or obscene material, racism and sexism or all other immoral, unethical or illegal activities. I agree to be responsible for respecting intellectual property rights and the laws which govern them.
3. I will not assist others in breaking these rules or be a party to others breaking these rules.
4. I will not intentionally seek information about, browse, obtain copies of, or modify files, passwords, belonging to other people, whether at school or elsewhere.
5. I will refrain from using or introducing to the school computer environment, whether network or stand-alone, files, programs, or diskettes known to contain viruses. In this spirit, I will also regularly check my files and diskettes for viruses and endeavour to keep computing systems virus-free.
6. I will not try to obtain systems privileges to which I am not entitled.
7. I will not share my login and password with others, nor attempt to learn or use logins and passwords which are not my own.
8. I will not exploit any gaps in security, and furthermore will report these gaps immediately to my teacher.
9. At any time during my use of Internet I am willing to explain to a supervisor or teacher my activities, and for what purpose I am accessing certain files.
10. If I encounter any material which is inappropriate, obscene, abusive, offensive, harassing, or illegal or which counsels illegal activities, I will report it to my teacher immediately.
11. The school reserves the right to review, edit or remove any material stored on school computer/network facilities.
12. I agree to the immediate loss of my privileges should I fail to abide by any of the above. School disciplinary and/or legal action may be invoked where necessary.

By signing below you are indicating that you have read the Waterloo Catholic District School Board Acceptable Use of Computer Technology and Internet Policy (Abbreviated Version) and that you understand the contents. The full version of the policy is available in any school office and is also available on the Board's web site.

Student access for students under the age of 18 years of age requires that a parent/guardian read and sign the following:

I understand and agree to all the things in this document.

Student (please print) _____ Signature _____ Date _____

Parent/Guardian (please print) _____ Signature _____ Date _____

If there are any questions, please do not hesitate to contact the school principal before signing.