NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

USAGE OF THE BOARD'S COMPUTER NETWORK AND INTERNET	AG 34.0 2015 07 29

POLICY:

THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD ("the Board") endorses the use of existing and emerging technologies to promote educational excellence and cooperation through resource sharing, access to information and communication.

Consistent with this vision, the Board is providing access to its computer network to staff and students. Services on the network include the following, although all services may not be available to all users:

- electronic mail (E-mail) within, and between, the Board's schools;

- access to the Board's servers such as the electronic bulletin board and conferencing server;

- access to modems from within the Board's network;

- access to the Internet;

- remote access to the Board's network via dial-in modems.

The Board is committed to using reasonable care to prevent injury or damage from danger which is, or ought to be, known to the Board, and to see that the premises provided for the accommodation of school children are as safe as reasonable care can make them.

In providing access to a global network, the Board recognizes its limitations in fully controlling access to inappropriate information and interactions. The Board has taken reasonable precautions to restrict access to controversial materials.

The users of the Board's network are required to adhere to the following terms and conditions to ensure responsible use of the Board's computer network.

REGULATIONS:

1. DEFINITION

    The Board's network is defined as the set of communication facilities and devices operated and administered by the Nipissing-Parry Sound Catholic District School Board to facilitate communication with each other.

    These facilities and devices include, but are not limited to, computers, modems, routers, hubs, telephones and data lines registered under the Board's name. In addition, any computer session involving any set of these devices will be deemed part of the network and subject to this agreement.

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

2. ACCEPTABLE USE

Use of the Board's network and Internet must be consistent with the educational objectives of the Board. Furthermore, use of other organizations' networks or computing resources must also comply with the rules appropriate to those networks.

3. OWNERSHIP OF DATA

The Board owns all communication sent, received, and stored via its network facilities.

4. RELIABILITY

The Board makes no warranties of any kind, whether expressed or implied, for the services it is providing. The Board will not be responsible for any damages suffered by the user. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the user's errors or omissions.

Use of any information obtained via the Board's network is at user's risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. SECURITY

   a) Network Security

   Security on any computer system is a high priority, especially when the system involves many users. If you have identified a security problem on the network, you must notify your Site Administrator immediately.

   Do not reveal the telephone numbers used for dial-up services.

   b) User Security

   Do not reveal any personal information relating to you or others.

   Do not reveal your login/password to anyone. If you do, you are responsible for any misuse by another user. If you believe that another user has attempted to, or has used your account without authorization, notify your Site Administrator immediately.

   c) Illegal Activities

   Report any illegal activities to the appropriate authorities immediately.

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6. PROHIBITED ACTIVITIES

    a) <u>Any illegal activities are strictly prohibited.</u> This includes, but is not limited to the following:

        i.   transmission of any material in violation of any law or regulation such as copyright materials, threatening or obscene material, or material suggesting pornography, racism, sexism, or discrimination of any kind;

        ii.   use of the network to devise or execute any scheme to defraud;

        iii.   vandalism, such as any malicious attempt to damage or destroy equipment, software, data of another user, the Board's network, or any other network connected to the Internet;

        iv.   uploading, downloading, or creating computer viruses;

        v.   attempting to access unauthorized resources, entities, or data.

    b) Activities inconsistent with educational objectives:

        i.   personal or commercial use;
        ii.   political lobbying;
        iii.   harassment or nuisance messages.

    c) Activities that waste, degrade, or disrupt network resources or performance.

7. NETWORK ETIQUETTE - "NETIQUETTE"

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

    a) be polite;

    b) do not write or send annoying or abusive messages to others;

    c) do not invade the privacy of others;

    d) use appropriate language; do not swear or use vulgarities;

    e) send only information that you would convey in other media (privacy of E-mail messages cannot be guaranteed: maintenance of the E-mail system may require access to users' files)

    f) recognizing that computer resources are limited and valuable, keep file transfers to a minimum;

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g) stay on topic and keep messages short and to the point.

8. ENFORCEMENT OF TERMS AND CONDITIONS

The use of the Board's network is a privilege, not a right. Penalties for violation of these terms and conditions may range from temporary or permanent withdrawal of privileges, to prosecution under the law.

The Network Administrator may close an account at any time, as required.

9. APPLICATION FOR ACCOUNT

Students and staff of the Board may apply for a network account by submitting a completed application form and contract to the:

NETWORK ADMINISTRATOR,
INFORMATION SERVICES DEPARTMENT
OR
SITE ADMINISTRATOR AT YOUR SCHOOL

Your signature on the attached contract is legally binding and indicates the parties who signed have read the terms and conditions carefully and understand their significance.

SCHOOL WEB PUBLISHING GUIDELINES ON THE NPSC NETWORK

A. BASIC PRINCIPLES

School web publishers on the Board's network are required to adhere to the following guidelines to ensure responsible use of the Board's Internet server and related information. Access to the Internet is funded by the Board to enrich the learning and working environment of students and staff. Accordingly, the Board provides opportunities to publish school information on the Board Internet site.

The Principal of the school will be accountable for the implementation of these guidelines.

Netiquette

School staff is expected to abide by the general accepted rule of network etiquette. In addition to the Board's computer network and Internet policy, the following apply to web publishing.

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- All postings must comply with the Board's policies including but not limited to, those dealing with code of behaviour, sexual, racial or ethno-cultural harassment.

- All those publishing to the Internet are required to use discretion in their language and behaviour and to show respect for other users and will be held accountable.

- No information that may disadvantage, embarrass, defame or ridicule another user or group of users may be published.

- The publication of the school web page must be in support of education or research and be consistent with the educational objectives of the Board.

- Any link established from Board related pages or documents to an outside organization should be carefully selected in terms of its educational values. Its placement on a school home page should be for educational reasons only and subject to the approval of the school principal.

- Sites must be kept current. Sites found to be obsolete or redundant will be removed from the Board's Internet site.

Security

Security on any computer system is a high priority, especially when the system involves many users. It is understood that the Internet is not secure and no information should be posted of a sensitive or personal nature. Internet distribution is worldwide and the cultural diversity and security of students and their families must be respected.

Vandalism

Vandalism is defined as any attempt to damage or destroy data of another user or any agencies/networks that are connected to the Internet. This includes, but is not limited to, the intentional posting of files which contain or create computers viruses.

Copyright

The school principal is responsible for ensuring that all work posted on the school's Web Page is original or that written permission has been obtained for the use of copyright material and its ownership fully acknowledged.

All communications and information posted to the network should be assumed to be intellectual property with all the assigned rights involved.

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Consequences

Inappropriate posting of school Web Pages on the Internet could result in the following consequences and actions:

- Temporary loss of posting privileges

- Permanent loss of posting privileges

- Legal action as appropriate.

Parent Information

It is necessary to provide parents/guardians with accurate and appropriate information regarding the educational value and content that will be published within the school's Web sits. See accompanying sample letter.

Permissions/Release Forms

For students under sixteen (16) years of age, the school must obtain from the parent or guardian a release form for a student's inclusion in a group, action or individual photo to be published in the school web page. It is recommended that this permission be obtained as part of the registration process. Students in a photo shall be identified only by the first name and last name initial e.g. John D.

B.   POSTING OF SCHOOL WEB PAGES

All school web pages hosted on the Board's site or paid for by the Board are considered to be the property of the Board. Staff from the Information Services Department will be responsible for managing the Board's web site, creating additions and deletions to the site and creating links and ensuring the school web page publishing guidelines are followed.

A posting on another Internet Service Provider's website is subject to Board policy AG 26.0: News Release to the Media or to the Public. Accordingly, such postings will require the approval of the Director. The Board's or the school's Universal Resource Locator (URL) should be provided if Board information is required on external servers.

Refer to the Internet Web Page Design Standards document for technical specifications on publishing School Web Pages.

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C.   SAMPLE LETTER - PARENT INFORMATION

What are the Internet and World Wide Web?

The Internet is today's newest and fastest way to communicate with people around the world. The "Net" is a worldwide network of computers. By connecting our computers to another computer we gain access to even more computers. On the Internet, any person or organization can make information available to the public.

The World Wide Web (WWW) is part of the Internet. It can be considered as a collection of interconnected multimedia documents that one can travel with the click of a mouse. At (name of the school), students use the WWW to locate and research information through a browser.

What is a Web Site?

Here at (name of the school) students continue to work hard on creating and updating our school web site. A web site is an electronic document that is published to the WWW. The world is able to visit and communicate with our school via this medium.

What is in the (name of the school) Web Site?

Our school website highlights various aspects of our school life. For example, you will find info on the following:

▸

▸

Why?

The educational benefits of a school web site are endless. Out school can communicate with other students on a global platform. Students' projects are published to the world. It is the most up-to-date research mechanism. The collaborative activities are an excellent way to collect and analyze real data. This is an incredible way to utilize technology as a learning tool to achieve student outcomes. Be sure to check out our school on (the school's web site address).

Issues

The issue of privacy of information is respected at (name of the school). On our web page, there are a few photos with no accompanying full names. The use of the students' work and images is primarily for the promotion of our school programs, teams, clubs and activities.

Please do not hesitate to ask any questions or give feedback to (name of the school).

R E L E A S E   F O R M

I do hereby consent to the use and reproduction of my child's image and/or voice and/or work, without charge, fee, or royalty by means of video recording, audio reproduction, still photography, or Internet publishing. I understand that students in such images shall be identified only by first name and last initial, and that the use of this image will be primarily for classroom instruction and/or promotion of programs and services available through the Nipissing-Parry Sound Catholic District School Board or its agents. This shall constitute a continuing consent for the balance of the school year with no limitations or reservations, except as stated above.

PARENT OR GUARDIAN: _____
(Print)

SIGNATURE: _____   DATE: _____ / _____ / 20____
(Month)   (Day)

Nipissing-
Parry Sound
Catholic
District School Board

Acceptable Usage of the Board's Computer Network and Internet

APPLICATION AND AGREEMENT – STAFF

Directions: After reading the Regulations governing Usage of the Board's Computer Network and Internet, please complete the appropriate sections of the following contract. Please return the contract to the NETWORK ADMINISTRATOR, INFORMATION SERVICES DEPARTMENT. Questions may be addressed to the Computer Services Department ext. 2251.

_____

I have read pages two through six of the Regulations governing "Usage of the Board's Computer Network and Internet". I understand and will abide by these regulations. I further understand that violation of the regulations is unethical and may constitute a criminal offence. Should I fail to comply with all the regulations, my access privileges may be revoked and/or appropriate legal action taken.

LAST NAME: _____ FIRST NAME: _____
(Print)   (Print)

CIRCLE ONE: TEACHER   ●   ADMINISTRATOR   ●   SUPPORT STAFF

SCHOOL/DEPARTMENT:_____

SIGNATURE: _____

DATE: _____/_____/_____
          DD   MM   YYYY

When your account is established, the Information Services Department will notify you of your user name and user password.

IMMEDIATE SUPERVISOR: _____
(Print)

SIGNATURE: _____

DATE: _____/_____/_____
          DD   MM   YYYY

Acceptable Usage of the Board's Computer Network and Internet

Guidelines for Student Responsible Use of Technology

It is the policy of the Nipissing-Parry Sound Catholic District School Board to endorse the use of existing and emerging technologies to promote educational excellence and that the Internet and the Board's Information Technology are used to support learning in a manner that is consistent with the Board mission and vision statement, Catholic values and strategic directions.

1.0 Purpose of the Network (LAN/WAN)

- Use of the information technologies owned or operated by the Board must be used for the purpose of enhancing education and instruction and to conduct Board business.
- Use of the Board's Wide Area Network and its connection to the Internet for advertisement or monetary profit must have Board approval.
- The Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems.

2.0 Network Etiquette or "Netiquette"

- The Board provides access to the Internet for educational activities defined in the teacher instructional plans.
- Users will not post, publish, or display any defamatory, abusive, threatening, sexist, racially offensive, profane, obscene, discrimination based on sexual orientation, illegal and other material found to be offensive.
- The sending or storage of offensive messages from any source is prohibited.
- Users shall not copy information or software in violation of copyright laws.
- Software and resources downloaded will be used only under the terms and conditions specified by the owner or creator of those resources.
- Only authorized staff is to download software, applications ("apps") or executable (.exe) programs.
- It is prohibited for a user to post messages and attribute them to another user.
- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

3.0 Vandalism

- Transmission of any software having the purpose of damaging computer systems and files (i.e. computer viruses) is prohibited.
- Any malicious attempt to harm or destroy the data of any person, computer or network linked to the Board's Network is prohibited and will result in financial compensation to the Board and/or the pursuance of criminal charges and/or other disciplinary action consistent with the School Code of Conduct, Board policy and/or legal authorities.
- Users will not attempt to gain unauthorized access to the Board's system or to any other computer system through the Board's system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of browsing.

4.0 Security and Personal Safety

- Users may not share their passwords or accounts with others and must make all efforts to safeguard this information from unauthorized users.
- Users are advised to refrain from giving out personal information, such as their family name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
- Users will not post identifying photos, videos, or recordings. Any capture of photo, video or audio recording through the use of any device or sharing/posting of such will only be done with the expressed authorized permission of those involved.
- The Board reserves the right to block access to sites and to conduct regular checks of the system as deemed appropriate.
- An individual search will be conducted if there is reasonable cause to suspect that a user has violated the law, the school code of conduct, and/or the Student Responsible Use of Technology Agreement.
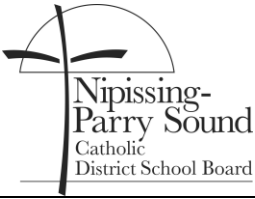- •Personal files are discoverable under public records law.

5.0 Inappropriate Material

- Unauthorized interactive gaming will not be accessed through the Board Network.
- Upon access to or receipt of material that is educationally inappropriate and contrary to the Board's Mission Statement, the user shall immediately turn off the display and report the incident to the classroom teacher, staff, and/or immediate supervisor.

6.0 Violations

The principal of the school will deal with violations of the Student Responsible Use of Technology Agreement. Students found in violation of the agreement may face disciplinary action, which may include:

- Suspension from the Board network.
- Revoking access to electronic devices and the Internet on the Board network.
- Suspension from school.
- Paying the cost of any damages/losses resulting from the student's inappropriate use of the resources.
- Referral to the police.

STUDENT RESPONSIBLE USE OF TECHNOLOGY AGREEMENT

Junior/Intermediate (Grades 4 to Grade 8)

It is the policy of the Nipissing-Parry Sound Catholic District School Board to endorse the use of existing and emerging technologies to promote educational excellence and that the Internet and the Board's Information Technology are used to support learning in a manner that is consistent with the Board mission and vision statement, Catholic values and strategic directions.

STUDENT CONSENT

I agree to:
  • Use all technology (i.e.: laptop, netbook, iPad, iPod) carefully and not damage, change or tamper with the hardware, software, the network or any settings.
  • Keep my password secret.
  • Use the technology for educational purposes and only to help me learn.
  • Give credit to the author of work I find on the Internet and obey copyright laws.
  • Not provide my personal information (name, address, phone number, photograph) to anyone on the Internet.
  • Never meet in person with someone I have met online without my parent's approval and participation.
  • Always tell my teacher(s) or other school employees about anything on any device that is inappropriate or makes me feel uncomfortable.
  • Never use any form of electronic communications to harass, frighten, or bully anyone.
  • Never take and send a picture or video of myself without written permission from my parents.
  • Never take and send a picture or video of another person or a group over an electronic network without prior informed permission of all the individuals involved.
  • Always consider the environment when deciding what to print by only printing items that are necessary.

For devices I own, I further agree to:
  • Protect my device from loss, damage or theft.
  • Keep the device up to date, including antivirus.
  • Not run host servers on my device, including web servers, ftp servers, mail servers, file sharing and peer to peer.
  • Give my device to an adult in my school if requested.

LAST NAME: _____   **FIRST NAME:** _____
                    (Print)   (Print)

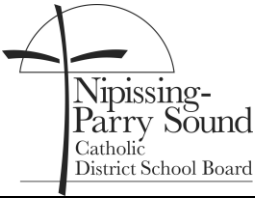**SIGNATURE:** _____   **DATE:** _____

PARENT/GUARDIAN CONSENT:
  • I have read and understand the Nipissing – Parry Sound Catholic District School Board's Student Responsible Use of Technology Agreement /Guidelines.
  • I recognize that this Agreement is designed for my child's grade level and that the full Board policy: ***Usage of The Board's Computer Network and Internet*** (AG 34.0) can be found at www.npsc.ca.
  • I will stress the ethical and responsible use of technology and caution my child about unsafe interaction with others on the Internet.
  • I grant permission for my child to access networked information technology, including the Internet and email for educational purposes.
  • I am aware that my child will be given instruction in the proper use of the Internet at school and further recognize that I am responsible to supervise my child's use of the computer and Internet outside of the school premises.
  • I will ensure that media and software on my child's personal electronic device (if applicable) has been purchased and is legal.
  • I understand that the School/Board will not service my child's personal electronic device, nor will it be liable in the event that the device is lost, stolen, damaged, or otherwise rendered inoperable.
  • I understand that the Board will from time to time and without prior notice to the student access and/or monitor the Board's Electronic Information Systems. Students will also provide access to content on their personal electronic device when requested.

PARENT NAME: _____
                                             (Print)

SIGNATURE: _____   **DATE:** _____

STUDENT RESPONSIBLE USE OF TECHNOLOGY AGREEMENT

Information Collection Authorization:
*The information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989. Information from this form will be used to enforce appropriate use of the Internet and information technology in accordance with **Usage of The Board's Computer Network and Internet** (AG 34.0) and guidelines attached. The contact person for queries regarding this information is the Supervisor of Information Management Services or the Superintendent of Education.*

Intermediate - Senior (Grades 9 to Grade 12)

It is the policy of the Nipissing-Parry Sound Catholic District School Board to endorse the use of existing and emerging technologies to promote educational excellence and that the Internet and the Board's Information Technology are used to support learning in a manner that is consistent with the Board mission and vision statement, Catholic values and strategic directions.

STUDENT CONSENT

- I have read and understand the Nipissing – Parry Sound Catholic District School Board's Student Responsible Use of Technology Agreement /Guidelines.
- I agree to abide by the terms and conditions described within this Agreement and the requirements outlined in the attached guidelines and in the following Board policy: **Usage of The Board's Computer Network and Internet** (AG 34.0) which can be found at www.npsc.ca .
- I recognize that failure to comply with this Agreement may result in the loss of computer and/or network access privileges, financial compensation to the Board and other disciplinary actions consistent with the School's Code of Conduct, Board policies and/or legal authorities.

For devices I own, I further agree to:
- Protect my device from loss, damage or theft.
- Keep the device up to date and legal, including antivirus. (i.e. commercial software has been purchased).
- Ensure that software and firmware is up to date as recommended by the manufacturer.
- Not run host servers on my device, including web servers, ftp servers, mail servers, file sharing and peer to peer.
- Give my device to an adult in my school if requested.
- Never use any form of electronic communications to harass, frighten or bully anyone.
- Follow the direction of school staff with respect to the use of a personal electronic device.

LAST NAME: _____
(Print)

FIRST NAME: _____
(Print)

SIGNATURE: _____

DATE: _____

PARENT/GUARDIAN CONSENT:

- I have read and understand the Nipissing – Parry Sound Catholic District School Board's Student Responsible Use of Technology Agreement /Guidelines.
- I recognize that this Agreement is designed for my child's grade level and that the full Board policy: **Usage of The Board's Computer Network and Internet** (AG 34.0) can be found at www.npsc.ca.
- I will stress the ethical and responsible use of technology and caution my child about unsafe interaction with others on the Internet.
- I grant permission for my child to access networked information technology, including the Internet and email for educational purposes.
- I am aware that my child will be given instruction in the proper use of the Internet at school and further recognize that I am responsible to supervise my child's use of the computer and Internet outside of the school premises.
- I will ensure that media and software on my child's personal electronic device (if applicable) has been purchased and is legal.
- I understand that the School/Board will not service my child's personal electronic device, nor will it be liable in the event that the device is lost, stolen, damaged, or otherwise rendered inoperable.
- I understand that the Board will from time to time and without prior notice to the student access and/or monitor the Board's Electronic Information Systems. Students will also provide access to content on their personal electronic device when requested.

PARENT NAME: _____
(Print)

SIGNATURE: _____

DATE: _____