

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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<i>Section</i>	PROGRAM	
<i>Management Guideline</i>	STUDENTS' ACCEPTABLE USE OF TECHNOLOGY	
<i>Applicable Policy</i>	STUDENTS' ACCEPTABLE USE OF TECHNOLOGY	602.1

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*May 23, 2012*

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*May 1, 2012*

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### **DEFINITIONS**

**“information technology”** refers to all forms of technology used to create, store, exchange, and use information in its various forms (data, audio, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived)

**“internet”** means an electronic communications system connecting computers all over the world through which individual subscribers can interact and share information.

**“unlawful activity”** see Appendix ‘A’

### **ADMINISTRATIVE PROCEDURES**

- 1.0 Principals will notify parents about the existence of a Students’ Acceptable Use of Technology Policy.
- 2.0 Principals will require that new students and their parents/guardians sign a Students’ Acceptable Use of Technology Agreement prior to the student accessing the internet or any Board-owned technology.
- 3.0 Principals will obtain the signatures of students and their parents/guardians on the appropriate Students’ Acceptable Use of Technology Agreement when they enter grades 4 and 9 and will ensure the preceding agreement is destroyed.
- 4.0 Principals will provide access to guidelines for student safety while using the internet.
- 5.0 Principals will establish the steps to be taken by students and staff to respond to the inadvertent access in the school to inappropriate/illegal material on the internet.
- 6.0 Principals will cooperate fully with educational staff and local authorities in any investigation related to any illegal activities conducted through the Information Technology Systems of the Board.
- 7.0 Teachers will provide students with instruction on an annual basis in respect to the appropriate use of the internet.
- 8.0 Electronic mail accounts for students can be provided to teachers who complete the Electronic Mail Agreement. Teachers will provide students with instruction on the appropriate use of electronic mail if applicable.
- 9.0 The Board will, from time to time and without prior notice to the student, access and/or monitor the Board’s Electronic Information Systems.

- 10.0 Principals will be informed of any serious infraction of the Students' Acceptable Use of Technology Policy. Disciplinary actions of a student will be handled in accordance with the discipline policies of the Board and the school.
- 11.0 Users will abide by the terms of the applicable Students' Acceptable Use of Technology Agreement and refrain from unlawful activity.

### **APPENDICES**

- Appendix A: Unlawful Activity  
Appendix B: Form AT1 – Student Acceptable Use of Technology Agreement – Grades K-3  
Appendix C: Form AT2 - Student Acceptable Use of Technology Agreement – Grades 4-8  
Appendix D: Form AT3 - Student Acceptable Use of Technology Agreement – Grades 9-12  
Appendix E: Form AT4 – Electronic Mail Agreement

### **References:**

Policy 520 Safe Schools Code of Conduct  
Policy 520 Safe Schools Code of Conduct Management Guideline  
Policy 535 Progressive Discipline and School Safety  
Policy 535 Progressive Discipline and School Safety Management Guideline  
Policy 607, Electronic Communications System  
Policy 608, Computer Network Security  
The Education Act  
The Libel and Slander Act, RSO 1990, Chapter L.12.  
The Municipal Freedom of Information and Protection of Privacy Act

<b>Unlawful Activity</b>
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For the purpose of this policy, “**unlawful activity**” is interpreted broadly and includes any criminal activity or other illegal activity.

The following are examples of “**unlawful activity**” for the purpose of the policy:

<b>Child Pornography</b>	Possessing, downloading or distributing any child pornography.
<b>Intellectual Property</b>	Infringing on another person’s copyright, trade mark, trade secret of any other property without lawful permission.
<b>Other Criminal Activity</b>	Using electronic transmission as a means to commit criminal activity (examples include but are not limited to fraud, extortion, sale and/or purchase of restricted goods).
<b>Defamatory Libel</b>	A matter published without lawful justification or excuse, that is likely to injure the reputation of any person by exposing that person to hatred, contempt or ridicule, or that is designed to insult the person. - <i>The Libel and Slander Act, RSO 1990, Chapter L.12.</i>
<b>Disclosing or Gathering Personal Information</b>	Disclosing personal information in a manner inconsistent with the <i>Municipal Freedom of Information and Protection of Privacy Act</i> .
<b>Hacking and Other Crimes Related to Computer System</b>	Examples include (but are not limited to): <ul style="list-style-type: none"> <li>• gaining unauthorized access to a computer system;</li> <li>• trying to defeat the security features of network connected devices;</li> <li>• use of software and/or hardware designed to intercept, capture and/or decrypt passwords;</li> <li>• intentionally spreading a computer virus;</li> <li>• destroying or encrypting data without authorization and with the intent of making it inaccessible to others with a lawful need to access it;</li> <li>• interfering with other’s lawful use of data and technology.</li> </ul>
<b>Harassment</b>	Sending electronic messages, without lawful authority, that causes people to fear for their safety or the safety of anyone known to them.
<b>Hate Propaganda</b>	Communicating messages that promote or incite hatred against an identifiable group that is likely to lead to a breach of the peace.
<b>Interception of Private Communications or Electronic Mail (in transit)</b>	Unlawfully intercepting someone’s private communications or unlawfully intercepting someone’s electronic mail.

<b>Obscenity</b>	Distributing, publishing or possessing for the purpose of distributing or publicly displaying any obscene material.
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**STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT**

**Primary (Grades Junior Kindergarten to Grade 3)**

**STUDENT CONSENT**

***I agree to:***

- Take proper care of the technology I am allowed to use
- Keep my password secret, only sharing with an adult helper who I know
- Use the technology only to help me learn
- Not provide my personal information (name, address, phone number) to anyone on the internet
- Tell my teacher about anything on the computer that is inappropriate or makes me feel uncomfortable
- Never use the computer to hurt, frighten or bully others
- Take care when printing, always considering the trees needed to make the paper I use
- Not use technology when asked to do so by an adult

For devices I own, I further agree to:

- Protect my device from loss, damage or theft
- Keep the device up to date, including antivirus
- Give my device to an adult in my school if requested

STUDENT NAME: \_\_\_\_\_ STUDENT SIGNATURE: \_\_\_\_\_  
(Please Print)

DATE: \_\_\_\_\_

**PARENT/GUARDIAN CONSENT**

- I have read and understood the Superior-Greenstone District School Board's Student Acceptable Use of Technology Agreement (the Agreement) and if applicable, the Board's Personal Network Device policy.
- I recognize that this Agreement is designed for my child's grade level and that the full policies and management guidelines governing my child's use of technology are available on the board's website or from my child's school.
- I will emphasize the ethical and responsible use of technology and caution my child about unsafe communication with others on the internet.
- I will ensure that media and software on my child's Personal Network Device(s) has been purchased and is legal.
- I grant permission for my child to access networked information technology, inclusive of the internet and e-mail 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 at home.
- I understand that the Board will not service my child's Personal Network 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.

PARENT NAME: \_\_\_\_\_ PARENT SIGNATURE: \_\_\_\_\_  
(Please Print)

DATE: \_\_\_\_\_

**Information Collection Authorization:**

The personal information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, C. 129, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989. This form will be handled with the strictest confidence. Questions about the collection of this information should be directed to the school principal or to the Superior-Greenstone District School Board's HR department and Freedom of Information/Protection of Privacy.

COPIES: (1) Student OSR / (2) Parent (upon request)

## STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT TERMS AND CONDITIONS

*It is the policy of the Superior-Greenstone District School Board to ensure that the Internet and Information Technology are used to support learning in a manner that is consistent with the Board mission statement, vision statement, and education goals.*

### **1.0 Purpose of the Wide Area Network**

- Use of the information technologies owned or operated by the Board must be used for the purpose of conducting Board business or the provision of an educational program.
- 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 and Citizenship**

- The Board provides access to the internet for educational activities defined in the instructional plans of our teachers.
- Users will not post, publish, or display any defamatory, abusive, threatening, sexist, racially offensive, profane, obscene, sexually oriented, 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 staff who are authorized to download software 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. All software and files downloaded must be systematically checked for viruses before being placed on a school's network.
- Any malicious attempt to harm or destroy the data of any person, computer or network linked to the Board's Wide Area 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 Behaviour, 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 or videos.
- 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 or the school code of conduct. Personal files are discoverable under public records laws.

### **5.0 Inappropriate Material**

- Interactive Internet gaming will not be accessed through the Board Internet Service.
- 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 monitor and report the incident to the classroom teacher, staff and or immediate supervisor.



**STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT**

**Junior - Intermediate (Grade 4 to Grade 8)**

**STUDENT CONSENT**

***I agree to:***

- use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network
- Keep my password secret
- Use the technology 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) to anyone on the internet
- Never meet in person with someone I have met online without my parent's approval and participation.
- Tell my teacher or any other school employee about anything on the computer that is inappropriate or makes me feel uncomfortable
- Never use any form of electronic communication to harass, frighten, or bully anyone
- Take care when printing and consider the environment when deciding what to print

***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 or 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

STUDENT NAME: \_\_\_\_\_  
(Please Print )

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PARENT/GUARDIAN CONSENT**

- I have read and understood the Superior-Greenstone District School Board's Student Acceptable Use of Technology Agreement (the Agreement) and if applicable, the Board's Personal Network Device policy.
- I recognize that this Agreement is designed for my child's grade level and that the full policies and management guidelines governing my child's use of technology are available on the board's website or from my child's school.
- I will emphasize the ethical and responsible use of technology and caution my child about unsafe communication with others on the internet.
- I will ensure that media and software on my child's Personal Network Device(s) has been purchased and is legal.
- I grant permission for my child to access networked information technology, inclusive of the internet and e-mail 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 at home.
- I understand that the Board will not service my child's Personal Network 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.

PARENT NAME: \_\_\_\_\_  
(Please Print)

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Information Collection Authorization:**

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**STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT**

**Intermediate - Senior (Grade 9 to Grade12)**

**STUDENT CONSENT**

***I agree to:***

- I have read and understood Superior Greenstone District School Board’s (the Board’s) Student Acceptable Use of Technology Agreement (the Agreement) and recognize that it is based on Policies and Management Guidelines governing my use of technology resources and that these documents are available on the board’s website.
- I agree to abide by the terms and conditions described within the Agreement and the requirements outlined in Policy 602- Student Acceptable Use of Technology and Policy ### – Personal Network Devices.
- I recognize that failure to comply with the 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 Behaviour, Board Policy and/or legal authorities.

***For devices I own, I further agree to:***

- Protect my device from loss, damage or theft
- Keep the device software up to date and legal, i.e. commercial software has been purchased
- Ensure that software and firmware is up to date as recommended by the manufacturer
- Not run or 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

STUDENT NAME: \_\_\_\_\_  
(Please Print)

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PARENT/GUARDIAN CONSENT**

- I have read and understood the Superior-Greenstone District School Board’s Student Acceptable Use of Technology Agreement (the Agreement) and if applicable, the Board’s Personal Network Device policy.
- I recognize that this Agreement is designed for my child’s grade level and that the full policies and management guidelines governing my child’s use of technology are available on the board’s website or from my child’s school.
- I will emphasize the ethical and responsible use of technology and caution my child about unsafe communication with others on the internet.
- I will ensure that media and software on my child’s Personal Network Device(s) has been purchased and is legal.
- I grant permission for my child to access networked information technology, inclusive of the internet and e-mail 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 at home.
- I understand that the Board will not service my child’s Personal Network 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.

PARENT NAME: \_\_\_\_\_  
(Please Print )

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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COPIES: (1) Student OSR / (2) Parent (upon request)





**ELECTRONIC MAIL AGREEMENT**

- I have read and Superior-Greenstone District School Board's (the Board's) Student Acceptable Use of Technology Agreement (the Agreement) and recognize that it is based on Policy and Administrative Procedures governing my use of the Board's technology resources and that these documents are available on the board's website.
- I understand that the Board limits the duration for which student accounts can exist in order to optimize the use of Board resources.
- I will review the Student Acceptable Use of Technology Agreement and the associated areas of the School Code of Behaviour and/or Board Policy with students prior to requesting e-mail accounts for students
- I will advise my students 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.

PRINCIPAL OR TEACHER NAME (PRINTED): \_\_\_\_\_ (Please Print)

PRINCIPAL OR TEACHER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE LEVEL AT TIME OF SIGNATURE: \_\_\_\_\_

**OPTION 1 OR 2**

Option 1: IS THIS EMAIL USED FOR THE STUDENTS ENTIRE SCHOOL ATTENDANCE? YES:  NO:

IF YES, STUDENT NAME: \_\_\_\_\_ (Please Print) STUDENT SIGNATURE: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_ (Please Print)

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Option 2: ONLY USED FOR DURATION OF PROJECT: (FROM) \_\_\_\_\_ (TO) \_\_\_\_\_

**CONSENT**

- I have verified that the students listed below have signed Student Acceptable Use of Technology Agreement forms on file.
- I understand that these email accounts will be deleted on the project end date indicated above.

Student Names (Please print below or attach list)


**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 Policy 602 - Student Acceptable Use of Technology. The contact person for queries regarding this information is the Manager of Computer Services.

COPIES: (1) Student OSR / (2) Parent (upon request)