

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Monday, February 27, 2012 @ 6:30

MINUTES

<u>Members</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy (Cmte Chair)	X					Pelletier, Allison (Student Trustee)		X			
Fisher, Cindy (Alternate)					X	Roszel, Christine (Student Trustee)					X
Fisher Matthew (Alternate)		X				Santerre, Angel		X			
Keenan, Darlene					X	Simonaitis, Fred					X
Mannisto, Mark					X	McRae, Pinky (Ex-Officio)		X			
<u>Administration Resource Members</u>							OS	TC	VC	A	R
David Tamblyn: Director of Education							X				
Nancy Petrick: Superintendent of Education											X
Cathy Tsubouchi: Superintendent of Business & Recorder							X				
Anne Lockwood: Vice-Principal (NRHS)								X			
B. Ross: Coordinator of Information Technology											
RM. Joannette: Recorder											X

Legend: P = Policy
MG = Management Guideline
PG = Procedural Guideline

- 1.0 **Review and Approval of Minutes: January 30, 2012** Attached
Mover: A. Santerre Second: M. Fisher
That, the Board Policy Review Committee minutes of January 30, 2012 be approved.

- 2.0 **Business Arising from Minutes**
Nil

- 3.0 **Reviews: New/Existing (P's / MG's and / or PG's)**
- | | | |
|-----------|---|----------|
| P-602.1 | Students' Acceptable Use of Technology | Attached |
| MG-602.1 | Students' Acceptable Use of Technology | Attached |
| P 602.2 | Employees' Acceptable Use of Technology | Attached |
| MG-602. 2 | Employees' Acceptable Use of Technology | Attached |
| P-712 | Recognition of Employees | Attached |
| MG-712 | Recognition of Employees | Attached |

4.0 **Items to Publish for Stakeholder Review**

- 4.1 P-602.1 Students' Acceptable Use of Technology
Action: Post to website for stakeholder review February 28 through April 2012
MG-602.1 Students' Acceptable Use of Technology
Action: Post to website for stakeholder review February 28 through April 2012
P 602.2 Employees' Acceptable Use of Technology
Action: Post to website for stakeholder review February 28 through April 2012
MG-602. 2 Employees' Acceptable Use of Technology
Action: Post to website for stakeholder review February 28 through April 2012
P-712 Recognition of Employees
Action: Post to website for stakeholder review February 28 through March 25, 2012
MG-712 Recognition of Employees
Action: Post to website for stakeholder review February 28 through March 25, 2012

5.0 Items Recommended for Board Approval on March 19, 2012 are...:

Nil

6.0 Work Plan for 2012 Meetings

6.1 March, 26, 2012

P-607 Electronic Communication Systems
MG-607 Electronic Communication Systems
P-608 Computer Network Security
MG-608 Computer Network Security
P-215 Trustee Honorarium
P-403 Students Handling Dangerous Substances
P-412 Public Access Defibrillators in Board Facilities
P-523 Work Education Program Approvals

6.2 April 23, 2012

P-210 Student Trustee
MG-210- Student Trustee
P-216 Advocacy
P-304 Surplus Equipment
P-527 Voluntary Aboriginal Student Self Identification
P-609 Prior Learning Assessment Recognition
P-718 Footwear
P-904 Protection of Privacy

6.3 May 28, 2012

P-401 Consumption of Alcohol
P-411 Display of Flags
MG-411- Display of Flags
P-530 Administration of First Aid
P-706 Health and Safety
P-901 Blood Borne Pathogens (HIV / AIDs/ Hepatitis B & C)
P-903 Tributes

6.4 September 24, 2012

P-522 Scholarships and Trust Funds
MG-522 Scholarships and Trust Funds
P-528 Parental Involvement Committee
P-529 Announcements and Advertisement in Schools
P-902 Accidents

6.5 October 29, 2012

P 101 Vision Statement
P 102 Mission Statement
P 103 Goals Statement
P 106 Board Motto
P-509 Fundraising
MG-509 Fundraising

6.6 November 26, 2012

P-302 Student Transportation by Staff or Other Volunteers
P-508 Administration of Medication to Students
P-534 Boil Water Advisory
P-610 Prior Learning Assessment and Recognition for Mature Student

7.0 Adjournment

Mover: A. Santerre

Second: M. Fisher

That, the Board Policy Review Committee Meeting of February 27, 2012 adjourn at 6:52 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PROGRAM	
<i>Policy Name</i>	STUDENTS' ACCEPTABLE USE OF TECHNOLOGY Management Guideline Applies	602.1
<i>Board Approved:</i>	<u>April 28, 2003</u>	<i>Reviewed:</i>
		<i>Review by: December 2017 December 2008</i>

POLICY

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. The Superior-Greenstone District School Board (the "Board") is committed to establishing guidelines and expectations regarding the ethical and responsible use of the Internet and Information Technology

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

GUIDELINES

- 1.0 Teachers shall provide students with instruction on the appropriate use of the internet and the protocols for the use of electronic mail. If other electronic communications methods are to be used, they shall be accompanied by instruction on appropriate use and associated risks. Teachers shall advise 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.
- 2.0 Teachers shall ensure that students accessing the internet do so as part of an instructional plan.
- 3.0 The Board reserves the right to monitor the Board's electronic information systems. The Board may access and/or monitor these systems at any time without prior notice.
- 4.0 Failure to comply with the Student Acceptable Use of Technology Agreement may result in the loss of computer/network privileges, financial compensation to the Board, pursuance of criminal charges, and/or other disciplinary action consistent with the School Code of Behaviour, Board Code of Conduct, Board Policy, and/or the Education Act.
- 5.0 The Board shall use technology to further educational goals and infuse technology into the classroom.

APPENDICES

Appendix A: Unlawful Activity

References:

Policy 520 Safe Schools Code of Conduct
Policy 520 Safe Schools Code of Conduct/Police & School Protocol 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

Unlawful Activity

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:

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

Obscenity	Distributing, publishing or possessing for the purpose of distributing or publicly displaying any obscene material.
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SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PROGRAM	
<i>Management Guideline</i>	STUDENTS' ACCEPTABLE USE OF TECHNOLOGY	
<i>Applicable Policy</i>	STUDENTS' ACCEPTABLE USE OF TECHNOLOGY	602.1
<i>Board Approved: April 28, 2003 March 23, 2001</i>		<i>Reviewed: April 28, 2003</i>
		<i>Review by: December 2017 December 2008</i>

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

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Other Criminal Activity	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).
Defamatory Libel	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>
Disclosing or Gathering Personal Information	Disclosing personal information in a manner inconsistent with the <i>Municipal Freedom of Information and Protection of Privacy Act.</i>
Hacking and Other Crimes Related to Computer System	Examples include (but are not limited to): <ul style="list-style-type: none"> • gaining unauthorized access to a computer system; • trying to defeat the security features of network connected devices; • use of software and/or hardware designed to intercept, capture and/or decrypt passwords; • intentionally spreading a computer virus; • destroying or encrypting data without authorization and with the intent of making it inaccessible to others with a lawful need to access it; • interfering with other’s lawful use of data and technology.
Harassment	Sending electronic messages, without lawful authority, that causes people to fear for their safety or the safety of anyone known to them.
Hate Propaganda	Communicating messages that promote or incite hatred against an identifiable group that is likely to lead to a breach of the peace.

Interception of Private Communications or Electronic Mail (in transit)	Unlawfully intercepting someone's private communications or unlawfully intercepting someone's electronic mail.
Obscenity	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-Greystone 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.

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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:

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)

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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-Greystone 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:

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)

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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)

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SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PROGRAM	
Policy Name	EMPLOYEES' ACCEPTABLE USE OF TECHNOLOGY Management Guideline Applies	602.2
Board Approved: _____	Reviewed: _____	Review by: December 2017

POLICY

It is the policy of the Superior-Greenstone District School Board to provide authorized employees and service providers with access to the Board's Information Technology systems, including its electronic mail, internet, and voice mail systems when deemed appropriate for educational use. The Superior-Greenstone District School Board is committed to ensuring that Information Technology is used for proper work-related purposes and in a manner that is not detrimental or harmful to the interests of others or that compromise the confidentiality or proprietary nature of information belonging to the Board. Employees will work in an ethical, professional and responsible manner when dealing with technology.

DEFINITIONS

"approved service provider" is an organization that provides educational or ancillary services to the Board, for example, a transportation consortium.

"employee" is a person who performs any work for, or supplies any services to, an employer for wages (excluding honoraria).

"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.

"spamming" refers to sending an annoying or unnecessary message to a large number of users.

"unlawful activity" see Appendix A

GUIDELINES

- 1.0 The Board shall maintain electronic mail, internet, and voice mail systems as part of its technology platform. These systems are provided to assist in the conduct of Board business and may be utilized only as directed or outlined by the Board.
- 2.0 All e-mail and internet communications sent and received by employees shall remain the property of the Board. Employee e-mail, internet, or voice mail communications are not private or personal despite any such designation by the sender or the recipient. Personal or private communications transmitted on the Board's electronic information system may be accessed, reviewed, copied, deleted, retained, or disclosed by the Board at any time and without notice.

- 3.0 The Board reserves the right, without prior notice to the employee, to monitor the Information Technology systems at the work site. The Board may access these systems at any time without prior notice to the employee or service provider.
- 4.0 All users of e-mail, voice mail, and the internet shall abide by generally accepted rules of etiquette, including the following:
- Be polite. Do not be abusive in your exchanges with others
 - Use appropriate language. The use of abusive, harassing, or profane language is prohibited.
 - Do not post chain letters or engage in "spamming".

APPENDICES

Appendix A: Unlawful Activity

Appendix B: Form AT7: Employee Acceptable Use of Technology

References:

Policy 102: Mission Statement

Policy 607: Electronic Communications System

Policy 608: Computer Network Security

Policy 707: Employee Code of Conduct

The Education Act

The Libel and Slander Act, RSO 1990, Chapter L.12.

The Municipal Freedom of Information and Protection of Privacy Act

Unlawful Activity

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:

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

Obscenity	Distributing, publishing or possessing for the purpose of distributing or publicly displaying any obscene material.
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DRAFT



EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

NEW EMPLOYEE TO THE BOARD

As a user of the Superior-Greenstone District School Board's (the Board's) Information Technology systems, I have read and hereby agree to comply with the Board's Policy 602.2, Employees' Acceptable Use of Technology and its related Management Guidelines 602.2.

EMPLOYEE NAME: _____

(Print Please)

EMPLOYEE SIGNATURE: _____

DATE: _____

WITNESS: _____

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) HR File / (2) Employee (upon request)

TERMS AND CONDITIONS

It is the policy of the Superior-Greystone 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.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PROGRAM	
<i>Management Guideline</i>	EMPLOYEES' ACCEPTABLE USE OF TECHNOLOGY	
<i>Applicable Policy</i>	EMPLOYEES' ACCEPTABLE USE OF TECHNOLOGY	602.2
<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review by: December 2017</i>

DEFINITIONS

“approved service provider” is an organization that provides educational or ancillary services to the Board, for example, a transportation consortium.

“employee” is a person who performs any work for, or supplies any services to, an employer for wages (excluding honoraria).

“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.

“spamming” refers to sending an annoying or unnecessary message to a large number of users.

“unlawful activity” see Appendix A

ADMINISTRATIVE PROCEDURES

- 1.0 Immediate supervisors will provide access to the Policy and Administrative Procedure at the work site and, upon request of an employee, will provide a personal copy of the policies and procedures.
- 2.0 Staff will be alerted to the existence of the Policy both by their immediate supervisor and Human Resource Services staff.
- 3.0 Human Resource Services will ensure all new staff acknowledge they have read and understood the Policy (and related guidelines) and will place a signed copy of the acknowledgement form in the employee's personnel file. An electronic acknowledgement of the Policy may also serve as the official record in lieu of a paper copy.
- 4.0 From time to time the IT Department, through the Superintendent of Education, will be authorized to allow access to a specific website that supports curriculum outcomes and may be outside the stated guidelines of the Policy.
- 5.0 Employees learning of misuse of Information Technology systems on the work site will notify their immediate supervisor.

- 6.0 The Board will, from time to time and without prior notice to the employee, access and/or monitor Information Technology systems at the work site. The necessity to access an employee or service provider's e-mail, internet, or voice mail or to disclose the contents may arise in a number of situations, including:
- to comply with disclosure requests or orders made pursuant to the Municipal Freedom of Information and Protection of Privacy Act; because of regular or special maintenance of the electronic information systems;
 - when the Board has a business-related need to access the employee's system, including, for example, when the employee is absent from work or otherwise unavailable;
 - in order to comply with obligations to disclose relevant information in the course of a legal proceeding or investigation; and
 - when the Board has reason to believe that there has been a violation of this Policy or the Board's Code of Conduct.
- 7.0 Except with the prior approval of the appropriate supervisory officer, e-mail and internet are not intended to be used as a personal bulletin service. Solicitations, offers to buy and sell goods and services, and other personal messages to large groups on the internet are prohibited. (Examples at Appendix C)
- 8.0 Information Technology systems may not be used to store, distribute, post, download, or view any defamatory, abusive, obscene, profane, pornographic, sexually oriented, threatening, racially or ethnically offensive, sexist or illegal material.
- 9.0 Information Technology systems at a work site may not be used for any unlawful activity as outlined in Appendix A.
- 10.0 Information posted to the internet from a work site must comply with the Municipal Freedom of Information and Protection of Privacy Act, Board guidelines, and be consistent with the policies and Mission of the Board. (Examples at Appendix C)
- 11.0 From time to time, employees will have in their possession electronic versions of student data. It is the employee's responsibility to safeguard that data under the Ontario Student Record Guidelines and, if applicable, the Municipal Freedom of Information and Protection of Privacy Act and/or the Ontario Health Information Protection Act. Employees who suspect that this data has been compromised shall notify their immediate supervisor. (Examples at Appendix C)
- 12.0 Information Technology systems will not be used to distribute confidential or proprietary information. Employees will not send confidential or proprietary information to e-mail addresses external to the Board, nor will they forward e-mails marked as confidential. Employees may, with the approval of a supervisory officer, exchange proprietary information with an Approved Service Provider over e-mail.
- 13.0 The Board's internet connection is a shared resource and, as such, employees shall make efforts to limit activities on the internet known to consume large amounts of bandwidth. These activities include streaming video, audio, and the transfer of large files/data. Where possible, video and audio used in the classroom should be captured/downloaded outside of school hours for later use. Streaming of video and audio for non-educational purposes is not allowed. (Examples at Appendix C)
- 14.0 Except with the prior approval of the appropriate supervisory officer, employees and service providers may not establish internet or external connections that could allow unauthorized access to the Board's computer systems and information. These connections include (but are not limited to) the establishment of multi-computer file

systems, ftp servers, e-mail servers, telnet, internet relay chat, wireless routers or remote control software.

- 15.0 This Policy will be interpreted in accordance with all relevant collective agreements.
- 16.0 Transmission of any unlicensed software, media, or any application having the purpose of damaging computer systems or files (e.g. computer viruses) is prohibited. All software and files downloaded must be systematically checked for viruses before loading on Board technology systems. Any malicious attempt to harm or destroy data of any person, computer, or network linked to the Board's Wide Area Network (WAN) is prohibited. (Examples at Appendix C)
- 17.0 Failure to comply with this Policy may result in the loss of access privileges, financial compensation to the Board, pursuance of criminal charges, and/or other disciplinary action up to and including discharge.

APPENDICES

- Appendix A: Unlawful Activity
- Appendix B: Form AT7 - Employee Acceptable Use of Technology Agreement
- Appendix C: Management Guide Examples

References:

Policy 102: Mission Statement
Policy 607: Electronic Communications System
Policy 608: Computer Network Security
Policy 707: Employee Code of Conduct
The Education Act
The Libel and Slander Act, RSO 1990, Chapter L.12.
The Municipal Freedom of Information and Protection of Privacy Act

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Examples for Management Guidelines

The following are examples of how the Management Guidelines can affect your use of Information Technology at the work site:

No Solicitations <i>(7.0 Administrative Procedure)</i>	<ul style="list-style-type: none"> • No posting of advertisements on classified ad sites like Craig's List or Kijiji; • No bidding on, or selling items on eBay or similar sites, including the monitoring of bids; • No updating, visiting or posting to a website used for a personal enterprise; • Some activities are allowed with the approval of a Supervisory Officer and IT department.
Information Posted to the Internet <i>(10.0 Administrative Procedures)</i>	<ul style="list-style-type: none"> • When you access a website from a work site, the source is identifiable as The Board and should be consistent with the mission and policies of the Board. Examples of "posting" include: <ul style="list-style-type: none"> ▪ Updating a WIKI; ▪ Contributing to a news group; ▪ Establishing a discussion thread in response to a blog post; ▪ Creating and/or contributing to a blog; ▪ Creating and/or updating a web site; ▪ Uploading a file to an FTP server or web site.
Safeguard Personal Data <i>(11.0 Administrative Procedures)</i>	<ul style="list-style-type: none"> • Exports of student data (TAB file, spreadsheet, marks etc.) must be on an encrypted USB key provided by the Board; • Personal Health Information must be encrypted; • If data is protected by password, the same care and attention must be given to the password as you would give to the data itself.
Internet <i>(13.0 Administrative Procedures)</i>	<ul style="list-style-type: none"> • No Internet Radio, or internet streams of terrestrial/satellite radio; • No audio or video streaming of sporting events; • Programs like RealPlayer or VDownloader should be used after school to download video to your hard drive rather than stream that content during the school day.
Unlicensed Software/Media <i>(16.0 Administrative Procedures)</i>	<ul style="list-style-type: none"> • No transmission/storage of music not legally owned by you; • No transmission/storage of video not legally owned by you; • No transmission/storage of software not legally owned by you; • No transmission or storage of software designed to defeat copy protection or licensing schemes, e.g. keygen, cracking or DVD decryption software.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Policy Name</i>	RECOGNITION OF EMPLOYEES <i>Management Guideline Applies</i>	712
<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review Prior To:</i>
February 22, 2012 June 25, 1999	January 30, 2012 March 21, 2006	December 2017

POLICY

It is the policy of Superior-Greenstone District School Board to recognize outstanding and commendable contributions by staff of time, talent and resources toward our education system. The board will recognize those who have made significant contributions in the following manner:

1. Long term service
2. Retirement
3. Outstanding achievement

1.0 Criteria

The following criteria will be applied to determine eligibility for the Superior-Greenstone District School Board Long Term Service Recognition Award:

- 1.1 Minimum of:
 - a) ten (10) years accumulated-service;
 - b) twenty-five (25) years accumulated service in any capacity as an employee of the Board or a predecessor board.
- 1.2 Be currently employed by the Board.

2.0 Rationale

Employees who have contributed significant time and talent to the board should be recognized accordingly.

The board should honour any employee who is retiring at the end of the school year.

It is the desire of the board to recognize, in an appropriate manner, outstanding achievement by staff.

This material is resides in the Management Guideline, therefore being deleted from policy section

3.0 Recognition

3.1 Long Term Service

The long term service recognition award shall include the following:

3.1.1 10 Year Service

- 3.1.1.1 A specially designed 10-year service pin based upon the logo;
- 3.1.1.2 Presentation of this award by the employee's immediate supervisor at a local event i.e. staff meeting, school council meeting or open house;

3.1.1.3 Public recognition of service achievement through congratulatory mention in board minutes;

3.1.2 25 Year Service

3.1.2.1 Appreciation award, suitably engraved, not to exceed \$100 in value;

3.1.2.2 Presentation of this award by the Director or designate will be made at a lunch to which the recipient's spouse, Principal or Manager and local trustee will be invited;

3.1.2.3 The Director or designate will establish rules concerning time off necessary for employees to attend the luncheon.

3.1.2.4 Public recognition of service achievement through congratulatory mention in board minutes.

3.2 Retirement

Employees who are retiring shall be honoured with a gift, not to exceed \$100.00. A suitable presentation will be made to each individual employee in a kind and timely manner as determined by the Board.

3.3 Outstanding Achievement

Outstanding achievement awards will be given to individuals selected by the Director or designate. The award will be an Achievement Award Certificate from the Board.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Management Guideline</i>	RECOGNITION OF EMPLOYEES	
<i>Applicable Policy</i>	RECOGNITION OF EMPLOYEES	712

<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review By:</i>
February 22, 2012 June 25, 1999	January 30, 2012	December 2017

1.0 Time Lines for Implementation

- 1.1 In the first three months of the calendar year, staff will prepare the lists of employees who have achieved: 10 years or 25 years service with the Superior-Greenstone District School Board and any of its predecessor boards, as of September 1st of that calendar year.
- 1.2 At the April board meeting, of each year, the long-term service list, will be provided to the board or a duly constituted committee of the board.
- 1.3 The long-term service list as noted in 2.0 above will include the following:
 - (a) name and location;
 - (b) type of service;
 - (c) record of service;
 - (d) date at which ten (10) years and twenty-five (25) years achieved.
- 1.4 10 Year Award
Principals or managers of the places where these employees work will plan to have the recognition take place by June 30 of that year in the local community.
- 1.5 25 Year Award
The Director of Education or designate will plan to have the recognition take place before the end of October of each year

2.0 Years of Service

Years of service shall be understood to be an employee's normal work-term. For example, teachers who provide service during the normal ten (10)-month school year shall be deemed to have accumulated one (1) year of service.

- 2.1. Years of service shall include regular holiday entitlements.
- 2.2 Breaks in service are not counted. A break in service does not make an employee ineligible to receive this award.
- 2.3 All celebrations are to be concluded by October of each year.
- 2.4 Partial service shall be calculated in blocks that must equal at least one month. Smaller fractions may be carried forward, but will not be applied unless in the aggregate they equal a "month of service."

3.0 Recognition

3.1 Long Term Service

The long-term service recognition award shall include the following:

3.1.1 10 Year Service

- 3.1.1.1 A specially designed 10-year service pin based upon the logo;
- 3.1.1.2 Presentation of this award by the employee's immediate supervisor at a local event i.e. staff meeting, school council meeting or open house;
- 3.1.1.3 Public recognition of service achievement through congratulatory mention in board minutes;

3.1.2 25 Year Service

- 3.1.2.1 Appreciation award, suitably engraved, not to exceed \$100 **\$175.00** in value;
- 3.1.2.2 Presentation of this award by the Director or designate will be made at a lunch to which the recipient's spouse, Principal or Manager and local trustee will be invited; at a **local event, such as a staff meeting, school council meeting, open house or board meeting.**
- 3.1.2.3 The Director or designate will establish rules concerning time off necessary for employees to attend the **luncheon event.**
- 3.1.2.4 Public recognition of service achievement through congratulatory mention in board minutes.

3.2 Retirement

Employees who are retiring shall be honoured with a gift, not to exceed \$100.00. A suitable presentation will be made to each individual employee in a kind and timely manner as determined by the Board.

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