



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	School Building Administration	February 3, 1997
POLICY NAME:	Appropriate Use of Information Technologies	LAST REVISED:
POLICY NUMBER:	APP.GSA.F.3	February 4, 2002

APPROPRIATE USE OF INFORMATION TECHNOLOGIES

The Wellington Catholic District School Board recognizes that information technologies determine the ways that information may be accessed, communicated and transferred by members of society. These changes may alter the delivery of the curriculum, instructional strategies, student learning and administrative procedures. The Board supports access from its educational facilities to rich electronic information resources. The Board believes that this access must be provided in conjunction with the development by staff of appropriate skills to analyze and evaluate such resources to ensure that information accessed is consistent with the Mission Statement of the Board and the Gospel values we believe.

1. PURPOSE OF THE WIDE AREA NETWORK

- Use of the Wellington Catholic District School Board's Wide Area Network and its connection to the Internet shall be for the exchange of information in order to support the user's education and research as well as the delivery of curriculum within the schools of the Board. Use for advertisement or monetary profit is unacceptable.

2. NETWORK ETIQUETE AND CITIZENSHIP

- 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.
- Sending or receiving offensive messages from any source is prohibited.
- Users shall not transmit information or software in violation of copyright laws.
- Only public domain resources or resources for which the author has given expressed consent for on-line distribution may be uploaded or downloaded. Software and resources downloaded will be used only under the terms and conditions specified by the owner or creator of those resources.
- Students may only upload or download information and or software with specific teacher approval.
- Posting messages and attributing them to another user is unacceptable.

3. VANDALISM

- Transmission of any software having the purpose of damaging computer systems and files (ie computer viruses) is prohibited. All software and files downloaded will 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 may result in financial compensation to the WCDSB and/or the pursuance of criminal charges and/or other disciplinary action consistent with the School Code of Behaviour, Board Policy and/or the Education Act.

4. SECURITY

- Users may not share their passwords or accounts with others and must make all efforts to safeguard this information from unauthorized users.
- Users may not give out personal information, such as their home address, telephone number, or credit card numbers. Users may use the school's address but may not publish the school's telephone number.

5. INAPPROPRIATE MATERIAL

- Upon access to or receipt of material that is educationally inappropriate and contrary to the Board's Mission Statement, the user shall immediately exit the site and report the location/address of the objectionable material to the teacher.

APPROPRIATE USE AGREEMENT:

STUDENT CONSENT

As a user of the Wellington Catholic District School Board's computer network, I have read the Appropriate Use of Telecommunications Agreement and will abide by the terms and conditions described within the agreement. I recognize that failure to comply with the agreement may result in the loss of computer/network access privileges, financial compensation to the Wellington Catholic District School Board, pursuance of criminal charges and other disciplinary action consistent with the School Code of Behaviour and/or Board Policy.

(Student Signature) (Date)

(Student Name - Please print) (Grade)

PARENT/LEGAL GUARDIAN CONSENT

- To prepare students for the world in which they will participate and to provide them with resources and skills appropriate to the information age, the Wellington Catholic District School Board has developed a computer network linking students to a variety of local electronic resources as well as access to the Internet.
- I understand that my child may inadvertently encounter materials on the Internet that are objectionable, and contrary to the Gospel values we believe; therefore I agree to accept responsibility for guiding my child and conveying appropriate standards for selecting, sharing and/or exploring information and media.

(Parent/Legal Guardian Signature) (Date)

(Parent/Legal Guardian Name - Please print)

"Technology is the product of creative minds in all fields of human endeavour. When used ethically, technology serves, respects and enhances the dignity of human persons, is accessible to all and does not damage the environment." The Common Curriculum for Catholic Schools

The Information is being collected pursuant to the provisions of The Freedom of Information and Protection of Privacy Act, and under the authority of the Education Act. Information from this form will be used to enforce appropriate use of the Internet and electronic resources in accordance with the Appropriate Use Agreement for Telecommunications. Contact person for queries concerning this information is the Co-ordinator of Employee Relations, (519) 821-4600.