



<b>SECTION:</b>	<b>General School Administration</b>	<b>APPROVAL DATE:</b>
<b>SUBSECTION:</b>	<b>Special Program Administration</b>	<b>February 3, 1997</b>
<b>POLICY NAME:</b>	<b>Appropriate Use of Information Technologies</b>	<b>LAST REVISED:</b>
<b>POLICY NUMBER:</b>	<b>R.GSA.F.3</b>	<b>February 4, 2002</b>

1. GENERAL

- 1.1 The Wellington Catholic District School Board will maintain and support a wide-area-network that will permit staff and students to communicate locally and throughout the world. This network will permit access from within the educational facilities of the Board to a multitude of administrative, instructional and educational resources in local and remote databases of electronically stored information.
- 1.2 Staff and students who communicate with others electronically will do so in a manner that is consistent with the Mission Statement and Governing Values of the Board.
- 1.3 The network shall be used for the purpose of providing open and effective information technology infrastructure for instructional, research and administrative use. In order to preserve the integrity of the network against accidents, failures and improper use, the Board, shall reserve the right to limit, restrict or terminate any user's access.
- 1.4 Information resources referenced within these regulations are meant to include any information in electronic or audio-visual format or any hardware or software that make possible the storage and use of such information. Included in this definition are electronic mail, voice mail, local and external databases, CD-ROM, recorded magnetic media, photographs and digitized information.

2. STAFF ACCESS OF NETWORKED INFORMATION RESOURCES

- 2.1 Users of the Wellington Catholic District School Board's wide-area-network are expected to adhere to the appropriate use guidelines described in these regulations. Improper or inappropriate use of the Board's technology infrastructure may result in disciplinary action up to and including dismissal.
- 2.2 Electronic mail, and voice mail where applicable, must not include commercial, solicitous, harassing or otherwise offensive messages or images. Users are expected to utilize both electronic mail and voice mail in a professional and businesslike manner for the purpose of conducting the business of the Board.
- 2.3 Software and resources downloaded are subject to copyright laws and will be used only under the terms and conditions specified by the creator or owner of these resources. Public domain or resources for which the author has given expressed consent for on-line distribution may be uploaded or downloaded.
- 2.4 Vandalism is defined as any malicious attempt to harm or destroy data, equipment or the communication system. No user will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same. This includes, but is not limited to, the transfer or creation of computer viruses.

- 2.5 No user will deliberately access inappropriate materials or resources or communicate to others how to do the same. All resources accessed must be harmonious with the Mission Statement of the Board and clearly in support of research and/or educational or administrative purpose.
- 2.6 Users will respect the rights of others regarding the privacy of information stored. The provisions relating to the disclosure of personal information outlined in the Freedom of Information and Protection of Privacy Act must be adhered to at all times. Network administrators, in maintaining the integrity of the network, will have access to all system communications and files.
- 2.7 Users of the Wellington Catholic District School Board wide-area-network may not share passwords or accounts with others and must make every effort to safeguard this information from unauthorized users. A frequent change of passwords is recommended for account holders.
- 2.8 Staff will receive required resources and appropriate training on access, security and the use of networked services.

### 3. STUDENT ACCESS OF NETWORKED INFORMATION RESOURCES

- 3.1 Within the schools of the Wellington Catholic District School Board, Internet connectivity will be provided to students for educational purposes only.
- 3.2 Parents will be made aware that the use of the Internet may lead to any publicly available fileservers in the world and, as a result, will open classrooms to electronic information resources which may not have been screened by educators for use by students, and as such, inappropriate and inaccurate material may be inadvertently encountered.
- 3.3 Teachers shall provide students with instruction on the use of the Internet and appropriate protocols for electronic mail. Teachers shall ensure that students accessing the Internet shall have purpose and plan for use of the resources accessed.
- 3.4 Prior to accessing the Internet or electronic mail, each student and parent/guardian of the student who is under 18 years of age, (notwithstanding 3.5) shall be required to complete an Agreement of Acceptable Use. This agreement will be signed annually and kept on file by the principal. (appendix 1)
- 3.5 Students in the primary grades may only access the Internet under direct teacher supervision and are not required to sign the Agreement of Acceptable Use. Such access will be limited to previously screened, approved and bookmarked web sites.
- 3.6 The Agreement of Acceptable Use will outline to the student and parent, guidelines for appropriate use, rules for on-line behaviour and access privileges. It will also detail disciplinary action for violations to the agreement, vandalism and security breaches.
- 3.7 Failure to comply with the Agreement of Acceptable Use may result in the loss of computer/network access privileges, financial compensation to the Wellington Catholic District School Board, pursuance of criminal charges and/or other disciplinary action consistent with the School Code of Behaviour, Board Policy and /or the Education Act.
- 3.8 Upon access to material that is harmful, obscene or otherwise inappropriate and contrary to the Board's Mission Statement, the user shall immediately exit the site and report the Internet location/address of the objectionable material to the teacher.
- 3.9 Information, including World Wide Web Home Pages, posted to the Internet from a Board facility must comply with the Freedom of Information and Protection of Privacy Act and be respectful of all other legislative mandates while being consistent with the policies and Mission of the Board.