

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### ACCEPTABLE USE OF TECHNOLOGY

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#### **Terms and Conditions for Acceptable Use of Technology**

It is important that users conduct themselves in a responsible, legal, professional, ethical, and courteous manner while using school district technology and when communicating online using social media tools or other technologies. All other policies, including those on harassment, equity, and proper conduct of employees and students apply to the use of technology.

Users of technology in the School District will be required to abide by the terms and conditions of this policy. Employees of the School District must sign the agreement in order to gain access to technology. Consistent with the Code of Conduct, all students are bound by the terms and conditions of this Policy.

Use of technology and access to the Internet for any purpose not related to education is prohibited including, without limitation, commercial, criminal, obscene, inappropriate or illegal purposes. Use of some technologies may require prior authorization by the School District. The School District reserves the right to restrict the scope of access to individuals or groups. Any user identified as a security risk, having a history of problems with other computer systems or found violating this policy may be denied access.

Inappropriate or prohibited use may lead to suspension or termination of privileges at the discretion of district administration, and to possible other consequences including legal prosecution or disciplinary action appropriate under any applicable laws, policies, regulations, collective agreements or contracts. The Board's Acceptable Use Policy shall be interpreted, construed and enforced in all respects in accordance with the laws of the Province of British Columbia.

The Board and its representatives make no guarantees about the reliability of the technology it provides and will not be responsible for any damages that may be incurred. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by technology or user errors or omissions. Use of any information obtained or given via the Internet is at the user's risk. The School District denies any responsibility for the accuracy or quality of information obtained through its technology.

The following is a list of requirements which will be shared with all users (at each login, or by signed agreement) and whose violation may lead to suspension or termination of privileges:

#### **System Security and Integrity:**

1. Users may not violate, or attempt to violate, the security or integrity of the School District's computers, data or network.
2. Users are required not to share their passwords or permit others to use their account, and must log off immediately after use to ensure that others may not access their account. Users are responsible for all activity within their account and will be held accountable for any inappropriate activity.
3. Users may not disclose anyone else's user ID, password, network or Internet credentials.

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4. Vandalism will result in termination of technology privileges. Vandalism is defined as any malicious attempt to harm or destroy data, equipment, the network or agencies or other networks that are connected to the Internet. This includes deliberately or recklessly exposing the technology to virus infection.
5. In order to enable fair use of technology, system administrator(s) may set quotas for disk/computer usage and usage time limits on some technologies.
6. In order to protect the integrity of the networks and maintain efficiency, the connection of personal technology equipment such as home computers, routers, servers, wireless devices, etc. to District networks is not allowed without the permission and guidance of the District Information Technology staff.

#### **Privacy and Confidentiality:**

1. Use of technology associated with the School District, including Internet access and email, is neither private nor confidential and may be tracked. Use of such technology by any individual may be monitored or reviewed by the School District without prior notice. In the case of misuse or suspicion of misuse of the network or services, the School Board reserves the right to access any files/data on the system.
2. The District may block or remove files that are unacceptable or in violation of this Acceptable Use Policy.
3. Parents/guardians have the right, where legally applicable, to request to see the contents of their child's data.
4. Due to the nature of some District approved online technologies being hosted world-wide, it is possible that an individual's full name, student ID, school name, email and classwork may be stored on premises outside Canada. In such cases, parents will provide informed consent the privacy laws of the country hosting the data may apply. Such technologies may only be used in the manner prescribed by the District.
5. The District will not disclose or post a student's personal contact information without the consent of the student's parent/guardian or of the student if of legal age. This includes a student's address, telephone number, school address, work address or any information that clearly identifies an individual student.
6. The District will not disclose an employee's personal information without the consent of the employee.
7. Staff and students shall not post or discuss online, personal information or work related issues including student work, without the permission of all parties involved.
8. When using social media or other websites to enhance classroom education or conduct School District business, personal information including full names may not be posted unless authorized and appropriate measures should be taken to protect the privacy of individuals and content where applicable.

Other inappropriate or illegal uses of District technology, the Internet and social media tools include, but are not limited to the following: *[Please be aware that any illegal action carried out*

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*over the Internet will be reported to law enforcement officials for possible prosecution. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer and student) and student's parent or guardian].*

1. You may not use District technology to:
  - Transmit any materials in violation of Canadian laws
  - Store or transmit pornographic materials including sexting
  - Transmit or post threatening, abusive or obscene material
  - Duplicate, store or transmit copyrighted material that violates copyright law
  - Threaten, intimidate, bully or spread rumours about another individual or group
  - Use anonymous proxies to get around content filtering
2. Plagiarism/Copyright/Licensing. Plagiarism is the act of using someone else's words or ideas as your own
  - Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
  - All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused
3. Expected behaviour on social media websites
  - The District strongly urges employees to refrain from friending or following students on social media platforms
  - Employees must at all times conduct themselves appropriately on social media sites and elsewhere.
  - Employees are expected to refrain from commenting on the Board as employer, or about any supervisors or co-workers
  - All users are to refrain from posting inappropriate comments
  - All users are expected to not disclose personal or private information about anyone without their consent
4. District technology is meant for educational purposes and as such may not be used for
  - Personal business
  - Product and/or service advertisement or political lobbying
  - Playing network intensive games
  - Harassing other users with unwanted email or spam
5. More information for parents and students on the benefits and risks of using the Internet may be found at the Media Smarts website: <http://mediasmarts.ca/parents>

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**Glossary of Terms**

**Technology** - Computers, mobile devices including cell phones, software, networks, Internet, online communications and other technologies

**Online Communication** - Internet based technologies such as email, websites, social media, messaging, photo sharing, etc.

**Personal Information** - Home phone number, address, health related issues, other personal identification. In the case of students' information this includes the full name. In the case of staff, it is okay to use the full name or business address/phone in official business communiqués in which case, it is not considered personal information

**US Patriot Act** - In the case of data being stored outside Canada, *Frequently Asked Questions* on the US Patriot Act may be found at:

[http://www.tbs-sct.gc.ca/pubs\\_pol/gospubs/TBM\\_128/usapa/faq-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/gospubs/TBM_128/usapa/faq-eng.asp)

(Note that data may be stored in countries world-wide, not just the US)

**References:**

- Board Policy 5003: *Acceptable Use of Technology*
- Board Policy 9000: *Freedom of Information and Protection of Privacy – Management and Access to Information* and its attendant Administrative Procedure