



**INTERNET ACCESS AND NETWORK CITIZENSHIP**

**POLICY**

The Board of Education believes that the Internet is a valuable resource for students, teachers and employees; and that understanding and being able to make effective use of the Internet is a key skill in our technological society. Therefore, the Board of Education has provided access to the Internet through the district computer network to meet learning, program and department goals. Furthermore, the Board of Education believes that appropriate use of computer networks by students is the shared responsibility of students, parents, and teachers.

**REGULATIONS**

Internet access is provided at each school and worksite under the following conditions. The:

1. Development and implementation of site-specific Acceptable Use Policy and Procedures, that is consistent with this policy and accompanying regulations. Site-specific policies will include:
  - a. Communication to users of the level of access and any restrictions that may apply.
  - b. Acceptance of full responsibility by users for the use of their accounts and the agreement not to share account passwords with other users.
  - c. Provision for signed informed consent by parents as a condition for student internet access.
  - d. Reasonable expectation of privacy for users in their e-mail and other documents, save and except when teachers or administrators may need to gain access to those files.
  - e. Communication to users that impersonation and anonymity are not permitted on School District 69 computer networks.
  - f. Communication to users of prohibited use of the internet, including those outlined by the internet service provider, Provincial Learning Network (PLNet) in their *Acceptable Use Standards*. (attached) In addition, users will not:
    - i. Access, upload, download, or distribute pornographic, obscene, sexually explicit or racist material;
    - ii. Violate any local, provincial, or federal legislation;
    - iii. Violate copyright or otherwise use the intellectual property of another individual, or organization without permission;
    - iv. Vandalize, damage, or disable the property of another individual or organization;
    - v. Access another individual's materials, information, or files without permission.
    - vi. Publish personal information about oneself or others without prior consultation and approval by a teacher, or without prior approval from individuals cited.
  - g. Communication to users of the consequences for inappropriate use.
2. Provision of Internet training to users that is appropriate to their level of access. Users will be provided with strategies for searching and communicating, as well as responding to unsolicited on-line contact and safeguarding personal information. Training may be integrated into a course, or offered as separate sessions.

**BULLETIN: ACCEPTABLE USE STANDARDS**

DATE: APRIL 1, 2009

**OBJECTIVE:**

Provincial government Internet use policies require responsible and appropriate use of network resources. Because PLNet is part of the provincial government network, similar standards of use apply to PLNet users. The purpose of this bulletin is to clarify acceptable use standards and appropriate educational uses of PLNet.

**ACCEPTABLE USE STANDARDS:**

**To manage network capacity and ensure optimal performance of the network:**

- 1. Do not access Internet radio stations, or video services (typically referred to as “streaming” audio or video), unless the use is education related.**

These activities consume excessive network bandwidth and slow down PLNet for other users. They can also increase PLNet costs. For example, a class of 10 people regularly listening to an Internet radio station on desktop computers can increase Internet costs by \$500 a month. (See below for examples of appropriate education use.)

- 2. Do not engage in multi-player network gaming where data is continuously exchanged among players.**

Multiplayer Internet games (e.g., Quake, Counterstrike) continuously send data to and from all players. Like audio and video streaming, these activities consume excessive network bandwidth and slow down PLNet for other users. They can also increase network costs.

- 3 Do not download large files, such as movie or music files, unless they are education related.**

Downloading large files impacts PLNet performance in a manner similar to streaming audio and video files. In addition, copyright laws prohibit downloading or distributing of many music and video files.

**4 Do not act as a file server to Internet users by sharing movies, music files, software or other files from the desktop.**

Using a desktop computer as an Internet file server impacts PLNet performance in a manner similar to streaming audio and video files, and may compromise network security. In addition, copyright laws prohibit downloading or distributing of many of these types of files.

**In addition, PLNet users should:**

**5. Limit use of the network for personal reasons to be before 8:00 a.m. and after 4:30 p.m.**

Personal use must not impair network performance or jeopardize network integrity. Most PLNet use occurs between 8:00 a.m. and 4:30 p.m., with the highest use between 12:00 and 1:00 p.m. Reasonable, ethical and incidental personal use, such as exchanging brief e-mail message and retrieving information is acceptable but whenever possible should occur either before 8:00 a.m. or after 4:30 p.m.

**To ensure the security of the network and protect against viruses:**

**6. Do not open any e-mail attachments without first scanning for viruses.**

Viruses are computer programs usually created with malicious intent and are typically designed to spread and disrupt or seriously damage the target systems. They most often enter the system as attachments to e-mail messages, but can also enter through diskettes; file downloads from the Internet, file sharing programs, or from other services such as electronic bulletin boards. Many users are not aware that viruses can enter PLNet and local school networks when users open unchecked downloaded file attachments.

Anti-virus software may be installed within the school district's e-mail infrastructure. To take advantage of existing anti-virus software, use authorized school district e-mail accounts.

To avoid viruses, immediately save the file, and then scan it for viruses using up-to-date anti-virus software such as McAfee or Semantic. If the anti-virus software does not reject the file then it is most likely safe to open the file.

- 7. Do not obtain files from questionable Internet sources or diskettes without first scanning for viruses.**

See explanation under item #6.

**In addition:**

- 8. Whenever possible, use a school district-provided e-mail account when exchanging e-mail from a PLNet site with an outside system.**

E-mail accounts not provided by the school district such as consumer services like *Shaw@home*, *telus.net* or *coastnet.com*, or free services like *hotmail.com* or *yahoo.com*) have potential to pass on e-mail attachments containing viruses. Be very careful when you log on to an external e-mail account when using a PLNet-connected computer. Logging on to an external e-mail account bypasses the anti-virus protection provided by both the PLNet Internet gateway and the school district's local area network. If you must use an external e-mail account, any attachments associated with the account must be scanned for viruses.

To avoid viruses, immediately save the file, and then scan if for viruses using up-to-date anti-virus software such as McAfee or Semantic. If the anti-virus software does not reject the file then it is most likely safe to open the file.

#### **EXAMPLES OF APPROPRIATE EDUCATIONAL USE:**

The PLNet is provided as a resource to the British Columbia education system for educational and other work-related purposes. The use of PLNet as a learning tool produces various situations where it may be difficult to determine if use is appropriate. The following examples are illustrative of appropriate use, and should provided guidance to teachers and students:

- Use of Internet radio stations and other streaming audio services are appropriate if the broadcast is of current world events of major significance to the Social Studies curriculum. Note: if the broadcast is available via traditional radio, please use this source.

- Downloading large music files is appropriate if used to demonstrate a musical performance technique in Music courses, or to enhance a student's presentation.
- Use of streaming video or the downloading of large video files is appropriate to demonstrate a technique in an Applied Skills course such as Physical Education or Drafting; or to document an historical event.
- Live webcasts of educational events (e.g. Vancouver Aquarium's Salmon Stream Habitat)

**FOR MORE INFORMATION CONTACT:**

**PLNet Help Desk 1-888-769-5678 or send an e-mail [plnetadmin@gov.bc.ca](mailto:plnetadmin@gov.bc.ca)**