

# AP 145 – NETWORK SERVICES: MAN/INTERNET ACCESS

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## Background

The Division deploys a Metropolitan Wide-Area Network (MAN) including access to the Internet that will allow staff and students to communicate with each other and throughout the world. In addition, this network will provide staff and students with access to a multitude of administrative and instructional resources from both local and remote repositories of electronically stored information.

The Division will provide Internet services students can use to access instructional and reference material on the Internet. These services are designed and supervised so that objectionable materials are not readily available. Students and parents must be informed that inappropriate materials may be encountered inadvertently by students during the course of their research. However, if inappropriate material is accessed, the student shall disengage immediately. Students and teachers must be taught the skills necessary to evaluate information and resources as part of their ongoing education for life in modern society.

## Procedures

### 1. Guiding Principles

- 1.1 The Division may provide employees and students with access to the Division's electronic communication system, which includes:
  - 1.1.1 Internet e-mail.
  - 1.1.2 Intranet e-mail.
  - 1.1.3 File Storage / Transfer.
  - 1.1.4 Internet Access including: Web Browser access (WWW), Newsgroups, and Internet Relay Chat.
  - 1.1.5 Desktop Video-conferencing (DVC).
- 1.2 The Division's network services have limited educational purposes. The system has been designed to provide students and staff with electronic access to a wide range of information and the ability to communicate with people throughout the world. The system will also be used to increase Division intra-communication thereby encouraging staff to upgrade their skills through greater exchange of information with their peers.
- 1.3 Users may not use the Division's system for commercial purposes, defined as offering or providing goods or services, or purchasing goods or services, for personal use.
- 1.4 The term "educational purpose" includes use of the system for classroom activities, professional or career development, and independent study activities.

## 2. Responsibilities of Division Personnel

- 2.1 The Superintendent of Instruction shall serve as the coordinator, overseeing the system and working with other government and business agencies as necessary.
- 2.2 The Principal will serve as the building-level coordinator for the system, approving building-level activities, ensuring teachers receive proper training in the use of the system, establishing a system to ensure the onsite supervision of students using the network system, maintaining user agreements, enforcing the Division's acceptable use protocols (Administrative Procedure 145 Appendices A and B) at the building level.
- 2.3 The Network Analyst will establish a process to:
  - 2.3.1 Create individual / class accounts;
  - 2.3.2 Set quotas for disk usage on the system;
  - 2.3.3 Establish an account retention schedule;
  - 2.3.4 Establish a virus protection process;
  - 2.3.5 Monitor system backup procedures; and
  - 2.3.6 Initiate other activities deemed necessary at the school.

## 3. Technical Services Provided through Division System

- 3.1 E-mail

E-mail will allow employees and students to communicate with people throughout the world. Users will also be able to subscribe to mail lists thereby engaging in group discussions related to educational subjects.
- 3.2 World Wide Web

The Web provides access to a wide range of information throughout the world in the form of text, graphics, photographs, video and sound.
- 3.3 Telnet

Telnet allows the user to log in to remote computers.
- 3.4 File Transfer Protocol (FTP)

FTP allows users to download large files and computer software.
- 3.5 Newsgroups

Newsgroups are discussion groups that are similar to mail lists. The Division will provide access to selected newsgroups that are appropriate for educational purposes.
- 3.6 Internet Relay Chat (IRC)

IRC provides the capability of engaging in "real-time" discussions. The Division will provide access to IRC for specifically defined educational activities defined by the instructional objectives of the lesson.

### 3.7 Desktop Video Conferencing (DVC)

DVC provides the capability for students and staff to communicate via voice and visual imaging. The Division will provide access to DVC for specifically defined educational, professional or administrative activities.

## 4. Access to the System

### 4.1 Acceptable Use Protocol

The Division's acceptable use protocols (Administrative Procedure 145 Appendices A and B) will govern all use of the Division's system. Student use of the system will also be governed by the school's supervision and discipline policies.

### 4.2 World Wide Web

All Division employees and students will have access to the Web through the Division's networked computers.

### 4.3 Classroom Accounts

Elementary age students will be granted e-mail access only through a classroom account. Elementary students may be provided with an individual account at the request of their teacher, and with the approval of the Principal.

### 4.4 Individual E-mail Accounts for Students

Grades eight to twelve students may be provided with individual e-mail accounts at the request of the Principal.

### 4.5 Individual Student System Account

All students K-12 shall be provided an individual system account. The Network Analyst will allocate system user names and passwords. The Network Analyst and the Superintendent of Instruction must hold user names and passwords in strict confidence. Students may change their password by applying to the Principal.

### 4.6 Individual System and E-mail Accounts for Division Employees

Division employees will be provided with an individual system and Internet account for use within the Division. The Network Analyst will allocate user names and passwords. Users may change their passwords without official notification.

### 4.7 Connectivity to Network Services with Personal Hardware and Software.

Personnel may access the Division's network services by adhering to the following:

- 4.7.1 Personal hardware shall conform to a "standardized" software configuration determined by the Network Analyst, including but not limited to antivirus, spy ware.

- 4.7.2 Personal hardware must be configured with the latest version (including security patches) of Microsoft network Operating System or Apple Macintosh Operating System.
- 4.7.3 The Network Analyst will configure personal hardware for network access and check for standardized software requirements.
- 4.7.4 The cost of network CAL's (i.e. network and exchange server) will be covered by the board. The cost for all software applications (i.e. MS Office Suite, antivirus, spyware, etc.) will be covered by the owner.
- 4.7.5 All internet access must be routed through the Division's network services. External proxy servers are not permitted.

#### 4.8 Guest Accounts

Guests may receive an individual system and/or Internet account with the approval of the Superintendent of Instruction if there is a specific, Division related purpose requiring such access. A signed "Guest User Agreement" is required (Form 145-1).

### 5. Parental Notification and Responsibility

- 5.1 The school will notify the parents about the Division's network and the policies governing its use by requiring a signed "Acceptable Use Protocol – Elementary" or "Acceptable Use Protocol – Secondary" (Administrative Procedure 145 – Appendices A and B).
- 5.2 Parents shall have the right to investigate the contents of their child(ren)'s e-mail files in consultation with the teacher. Parents have the right to request the termination of their child(ren)'s individual account at any time.
- 5.3 The Division's Acceptable Use Protocols (Administrative Procedure 145 Appendices A and B) contain restrictions regarding access to inappropriate material. There is a wide range of material available on the Internet that may not be consistent with the values of our families, school, or Catholic Faith. Therefore, appropriate use of the Internet shall be governed by the intent of the Division's mission statement and core belief statements.

### 6. Limitation of Liability

- 6.1 The Division makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Division system will be error-free or without defect. The Division will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The Division is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Division will not be responsible for financial obligations arising through the unauthorized use of the system.

### 7. Due Process

- 7.1 The Division will cooperate fully with law enforcement officials in any investigation concerning to or relating to any illegal activities conducted through the Division system.

- 7.2 In the event there is an allegation that a student has violated the Division's Acceptable Use Protocol, the student shall be provided with a written notice of the alleged violation and an opportunity to be heard in the manner set forth in the school's discipline procedure.
- 7.3 Student disciplinary actions shall be directly related to the violation and shall encourage the self-discipline necessary to appropriately utilize an electronic network. If the alleged violation also involves a violation of other provisions of the school or Division procedure, the violation will be handled in accordance with the applicable provision of that procedure.
- 7.4 Employee violations of the Acceptable Use Protocols (Administrative Procedure 145 Appendices A and B) shall be handled in accordance with Division procedures and/or the Code of Ethics governing the actions conduct of professional and support staff.
- 7.5 Account privileges of a guest user may be terminated at the discretion of any the Technology Coordinator, or in consultation with the Superintendent of Instruction. The user will be given appropriate notice unless extenuating circumstances negate the need for such notice. Guest accounts inactive for more than thirty (30) days may be removed, along with the user's files without notice to the user.

## 8. Information Security and Confidentiality

- 8.1 System users shall have a limited expectation of privacy regarding the contents of their personal files on the Division system.
- 8.2 Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the Division's Acceptable Use Protocols (Administrative Procedure 145 Appendices A and B), the school's disciplinary procedures or the law.
- 8.3 An individual search shall be conducted if there is reasonable suspicion that a user has violated the law or the school's procedures. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
- 8.4 Division employees shall be aware that the system configuration and the security of user passwords limit the confidentiality of their personal files.

## 9. Instruction and Student Usage

- 9.1 Division and school procedures regarding copyright infringement will govern the use of material accessed through the Division's system.
  - 9.1.1 Employees will make a standard practice of requesting permission, from the holder of the work, if their use of the material has the potential of being considered an infringement because the extent of copyright protection of certain works found on the Internet is frequently unclear.
  - 9.1.2 Teachers will instruct students to respect copyright and to request permission when appropriate.
- 9.2 Division and school procedures regarding plagiarism will govern use of material accessed through the system. Students will be taught appropriate research and citation practices.
- 9.3 When using the Internet for class activities, teachers will select material that is age appropriate and that is the relevant to the course objectives as defined by Saskatchewan

Education's curriculum. Teachers will preview the materials and sites they recommend to determine the appropriateness of information to be accessed by their students.

## 10. Web Sites

### 10.1 Division Web Site

The Division may establish a web site and may develop web pages presenting information about the Division. The Superintendent of Instruction or designate will be responsible for maintaining the Division web site.

### 10.2 School or Class Web Pages

Schools and classes may establish web pages that present information about the school or class activities. The Principal will designate an individual to be responsible for managing the school web site. Teachers will be responsible for maintaining their class site.

### 10.3 Student Web Pages

With the approval of the Principal, students may establish personal web pages. The Principal will establish a process and criteria for the establishment and posting of material, including links to other sites, on these pages. Material presented in the student's web site must be related to the student's educational and career preparation activities.

### 10.4 Extracurricular Organization Web Pages

With the approval of the Principal, extracurricular organizations may establish web pages. The Principal will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on the organization web page must relate specifically to organization activities and will include only student-produced material.

### 10.5 WWW Publication of Pictures

10.5.1 Division and school web sites shall protect the identity of the student by ensuring no student in the picture is identifiable. The names of students shall not accompany the picture.

10.5.2 Division and school web sites shall respect the right for privacy of Division personnel by receiving permission from all identifiable personnel to publish the photograph.

### 10.6 WWW Publication of Email Addresses

10.6.1 Division and school web sites shall protect the identity of the student by not publishing student email addresses.

10.6.2 Division and school web sites shall respect the right for privacy of Division personnel by receiving permission from individual personnel to publish their email address.