

AP 145 APPENDIX A – TECHNOLOGY ACCEPTABLE USE PROTOCOL (ELEMENTARY)

The Division is pleased to offer students access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission.

What is possible?

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. The Division believes that the benefits to be derived from Internet access, including extensive information resources and opportunities for collaboration, exceed the disadvantages. **All students will be supervised by Division personnel while using networked computers.** But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground and they are accountable to the school administration for unacceptable conduct or failure to conform to school rules. General school rules for behavior and communications apply. It is expected that users will comply with Division standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

- ◆ Privacy – Network storage areas may be treated like school lockers. The school's administration may review communications to maintain system integrity and to ensure that students are using the system responsibly.
- ◆ Storage capacity – Users are expected to remain within allocated disk space and delete e-mail or other material, which take up excessive storage space.
- ◆ Software – Students are never to download or install any commercial software, shareware, or freeware onto network drives or disks. Students shall not copy other people's work or intrude into other people's files.
- ◆ Inappropriate materials or language – Profane, abusive or impolite language shall not be used to communicate nor shall materials be accessed that are inconsistent with the rules of school or

expectations of appropriate conduct. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it their teacher immediately.

Student Use Guidelines

These guidelines must be followed to prevent the loss of student network privileges while using any computer at school.

1. Use the computer without harming other people or their work.
2. Use the computer without harming the network in any way.
3. Use the computer without interfering with the operation of the network by installing illegal software, shareware, or freeware.
4. Research electronic information without violating copyright laws.
5. View, send, or display only messages or pictures that are not offensive and are appropriate in a Catholic educational institution.
6. Do not share your password with another person.
7. Use limited resources such as disk space or printing capacity efficiently.
8. Respect network privacy. Do not access the folders, work, or files of others.
9. Notify an adult immediately if you encounter materials that violate the guidelines regulating appropriate use of the Internet.

Note: There must be a defined educational purpose for student use of the school's computer network. A student's privilege for the use of this network will be revoked if the rules for appropriate use are violated.

Reference: Sections 85, 87, 108, 109 Education Act