

## AP 145 APPENDIX B – TECHNOLOGY ACCEPTABLE USE PROTOCOL (SECONDARY)

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Students are responsible for good behavior on the school computer network just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for all students. Access is a privilege, not a right. Access entails responsibility. **All students using networked computers will be supervised by Division personnel.**

Individual users of the Division's computer network are responsible for their behavior and communications over this network. It is presumed that users will comply with Division standards and will honor the agreement they have signed.

Network storage areas may be treated like school lockers. Technology Coordinators and the Superintendent of Instruction may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on Division servers will always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following procedures must be adhered to when using the Division system.

### 1. Personal Safety (Restrictions are for students only)

- 1.1 Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- 1.2 Users will not agree to meet with someone they have met online without their parent's approval and participation.
- 1.3 Users will promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.

### 2. Illegal Activities

- 2.1 Users will not attempt to gain unauthorized access to the Division system or to any other computer system through the Division system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- 2.2 Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- 2.3 Users will not use the Division system to engage in any other illegal act defined by law.

### 3. System Security

- 3.1 Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- 3.2 Users will immediately notify the Technology Coordinator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- 3.3 Users will avoid the inadvertent spread of computer viruses by following the school's virus protection procedures if they download software.

### 4. Inappropriate Language

- 4.1 Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- 4.2 Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- 4.3 Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- 4.4 Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- 4.5 Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- 4.6 Users will not knowingly or recklessly post false or defamatory information about a person or organization.

### 5. Respect for Privacy

- 5.1 Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.
- 5.2 Users will not post private information about another person.

### 6. Respecting Resource Limits

- 6.1 Users will use the system only for educational and professional or career development activities (no time limit), and limited, high quality, self-discovery activities.
- 6.2 Users will not download files without permission from the teacher and/or Technology Coordinator.
- 6.3 Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- 6.4 Users will check their e-mail frequently, delete unwanted messages promptly.

- 6.5 Users will only subscribe to high quality discussion group mail lists that are relevant to their education or professional / career development.

## 7. Plagiarism and Copyright Infringement

- 7.1 Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- 7.2 Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

## 8. Inappropriate Access to Material

- 8.1 Users will not use the Division's system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access is to conduct research and the access is approved by both the teacher and the parent. Division employees may access the above material only in the context of legitimate research.
- 8.2 If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated this protocol.

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