

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 145 – Network Services: MAN/Internet Access	
Related LCSDF AP's	AP 158 – Technology / Online Acceptable Use AP 180 – Freedom of Information and Protection of Privacy	
Form(s)	F 145.2 – Guest Internet User Agreement	
References:	<i>The Education Act, 1995</i> sections 85, 87, 175	
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Background

The Division deploys a Metropolitan Wide-Area Network (MAN) in order to using the Alberta Supernet access to the Internet. This allows 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:
- 1.2 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.

Users may not use the Division's system for commercial purposes, (defined as offering or providing goods or services).
- 1.3 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 Director, or designate 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 158 Technology/Online Acceptable Use) at the building level.
- 2.3 The Network System Supervisor 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 others.
- 3.2 Internet Access

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

Video Conferencing provides the capability for students and staff to communicate via voice and visual imaging. The Division will provide access to video-conferencing 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 158 Technology/Online Acceptable Use) 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 Internet Access

All Division employees and students will have access to the internet through the Division's computer network.

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

Students will be provided with individual e-mail accounts upon registration.

4.5 Individual Student System Account

All students K-12 shall be provided an individual system account. The Network System Supervisor will allocate system usernames and passwords. The Network System Supervisor must hold usernames 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 System Supervisor will allocate usernames 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 System Supervisor, 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 System Supervisor 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.

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 have access to internet the LCSD Guest Network.

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 the parent and student to both sign the Network - Parent Permission and User Agreement Form as part of their Registration Package.

- 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 158 Technology/Online Acceptable Use) 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 158 Technology/Online Acceptable Use) 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 the Network System Supervisor, in consultation with the Director, or designate. 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 158 Technology/Online Acceptable Use), 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 Ministry 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 / Social Networks

The Division may establish a web site and may develop web pages presenting information about the Division. The Director or designate or designate will be responsible for maintaining the Division web site and Social Networks.

10.2 School or Class Web Pages / Social Networks

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.

10.5 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 without written consent as per AP180 Freedom of Information and Protection of Privacy. 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 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.