



Administrative Guidelines for Computer and Network Use

Updated June 1, 2011

Purpose

The goal of this regulation is to have computer and network facilities used in a responsible, efficient, ethical, and legal manner in accordance with the Freedom of Information and Protection of Privacy Act (FOIPAA), Ministry of Education, and school district policies.

All members of the school community are responsible for good behaviour on electronic school computer networks and student information systems just as they are in a classroom or a school hallway. Communications on the network and the internet are often public in nature. General school rules for behaviour and communications apply. While privacy and confidentiality are significant concerns, it is also important that users conduct themselves in a responsible, decent, ethical, and polite manner while using any electronic or communications systems.

Expectations

All users are expected to:

Read and become familiar with this regulation and to abide by its terms. To facilitate this process Supervisors will make staff and students aware of these guidelines before granting access to all electronic information systems.

Understand that the district or the Ministry of Education or its agents may monitor use of the system. Understand that all data traffic may be recorded and stored for archival retrieval and that communications are not considered private.

Understand that violation of the terms of this regulation could be make employees subject to disciplinary procedures, including the loss of access privileges and other sanctions. Illegal acts may also subject users to prosecution by provincial and federal authorities.

Know that employees who do not follow these guidelines could face disciplinary action, including termination of employment.

Know that students who do not follow these guidelines could face disciplinary action, including loss of privileges and or suspension.

Guidelines for Acceptable Use

Failure to uphold the following principles constitutes a violation of this guideline and may be subject to disciplinary action.

The General Standards for the Acceptable Use of Computer Resources require:

- Behaviour consistent with the mission of education, and the policies of the school and the school district;
- That people be treated with dignity and respect;
- Positive and proactive communication;
- Truthfulness and honesty in personal and computer identification;
- Respect for the rights and property of others, including intellectual property rights;
- Responsible behaviour with respect to the electronic information environment at all times;
- Compliance with all applicable laws, regulations, school and district;
- Behaviour consistent with the privacy and integrity of electronic networks, electronic data and information, and electronic infrastructure and systems; and
- Respect for the value and intended use of human and electronic resources.

Issues to be aware of

1. Be considerate of other users when streaming radio, multimedia applications playing multi-player network games or downloading large files such as movie or music files on the internet.

These activities consume excessive network bandwidth and put undue stress on the network. They can also increase network access costs significantly.

2. Never act as a file server to Internet users by sharing movies, music files, software or other files from the desktop computer is a very hazardous situation.

Sharing of movies, music files and software consumes huge amounts of network resources and is not permitted. This includes the use of peer to peer network programs such as torrent files. Any material found in violation of this document or by its own copyright may be referred to the authority having jurisdiction.

3. Use proper etiquette when dealing with email.

Consider the following when composing, sending and receiving emails.

- Keep messages brief and formatted for ease of reading
- Keep email content professional
- Understand your audience and the perceived reception of your email
- Manage your mailbox and provide timely responses
- Consider using the telephone or a personal meeting for sensitive issues

4. Data files from questionable Internet or other sources should be first scanned for viruses

5. Wherever possible, use a school district-provided e-mail account when exchanging e-mail from a school district site with an outside system.

E-mail accounts not provided by the school district (such as consumer services like telus.net, or free services like hotmail.com and yahoo.com) have potential to pass on e-mail attachments containing viruses. Logging on to an external e-mail account bypasses the anti-virus protection provided by both the provincial 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.

Unacceptable Uses

Unacceptable uses of the network include: violating the rights of privacy of students and employees of the District; using profanity, obscenity, or other language which may be offensive to another user; reposting personal communications without the author's prior consent; using the network for financial gain or for any commercial or illegal activity; spreading computer viruses; and downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.

Downloading or distribution of copyrighted material is strictly prohibited and any offenses may be referred to the owner of the copyright.

Users are not permitted to load or store personal software on school computers or networks without the express permission of a representative of the school districts Information Services Department.

The following list provides a few examples of prohibited conduct:

- The placing of inappropriate or unlawful information on the system.
- The use of abusive or otherwise objectionable language.
- Damaging or tampering with computers, computer systems or computer networks.
- Trespassing in others' folders, work or files.
- Discussing, disclosing or otherwise make available any personal student information to anyone other than individuals who have signed the Computer and Network Use Regulations as identified by the School District and who have a need to know.
- Employing the system for unauthorized purposes (i.e. commercial, political).
- Unauthorized use of others' passwords.
- Sharing your password.

For more information contact the Information Services Department.