



POLICY: IIBG – Internet Use Policy  
REGULATION:  
EXHIBIT: IIAE

*This policy was designed for all individuals having access to school/divisional technology services.*

#### **A. Educational Purpose**

Seine River School Division's Computer Network and Internet system, herein referred to as the SYSTEM is provided to schools for educational and administrative purposes and its use is limited to such.

Activities that are acceptable on the SYSTEM include classroom activities, career development, and high-quality personal research and school administrative tasks.

The Division has the right to place reasonable restrictions on the material accessed or posted through the SYSTEM.

Users may not use the SYSTEM for commercial purposes. This means one may not offer, provide, or purchase products or services through the SYSTEM unless it is for approved school-based projects or fundraisers.

The SYSTEM may be used to communicate with elected representatives and to express personal opinions on political issues, but not for political lobbying.

#### **B. Student / Staff Internet Access**

The World Wide Web is a global database system providing access to information from around the world. E-mail is an electronic mail system, which allows students to communicate one-to-one with people throughout the world.

Students / staff may have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.

Students may have e-mail access only under their teacher's direct supervision using an account approved by the school.

Younger students may be provided with appropriate and individual e-mail accounts under special circumstances, at the request of their teacher and with the written approval of their parent(s).

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Secondary students may obtain an individual e-mail account with the approval of their parent(s) and the school.

If approved by the school, students may create personal web pages on the SYSTEM. All material placed on the web page must be pre-approved.

### **C. Unacceptable Uses**

The following uses of The SYSTEM are considered unacceptable:

#### **1. Personal Safety and Personal Privacy**

Students will not post personal contact information about themselves such as one's address and telephone number. This information may not be provided to an individual, organization, or company, including World Wide Web sites that solicit personal information.

School web pages will not display individual information/pictures without written permission from parents. Caution will be taken to protect student privacy and limit access to individual information.

Students will not agree to meet with someone they have met online.

Students must promptly disclose to a teacher or other school employee any message received that is inappropriate.

#### **2. Illegal Activities**

Users will not attempt to gain unauthorized access to The SYSTEM or to any other computer system through The SYSTEM or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.

Users will not make deliberate attempts to disrupt the computer system or destroy data.

#### **3. System Security**

Users are responsible for their individual accounts and must take all reasonable precautions to prevent others from being able to use the account.

Under no conditions should one's password be provided to others.

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Users will avoid the inadvertent spread of computer viruses by following appropriate virus protection procedures when loading or downloading files from external sources.

#### **4. Inappropriate Language**

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on World Wide Web pages.

Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

#### **5. Respect for Privacy**

Users will not forward a message that was sent privately without permission of the person who sent the message.

Private information, including personal contact information, about another person is not to be posted. Parents have the right to request to see the contents of their son or daughter's e-mail files.

#### **6. Respecting Resource Limits**

Students will not download large files unless permission is gained from the supervising teacher.

The posting of chain letters or spamming is not condoned. (Spamming is sending an annoying or unnecessary message to a large number of people.)

Users will subscribe only to high quality discussion group mail lists that are educationally relevant and will only log on with the expressed permission of the supervising teacher.

#### **7. Plagiarism and Copyright**

Users will not plagiarize works or material found on the Internet unless it is in the public domain. All users will respect the rights of copyright owners.

#### **8. Inappropriate Access to Material**

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The SYSTEM is not to be used to access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).

### **Disciplinary Actions**

The SYSTEM is a limited forum, similar to the school newspaper, and therefore the School Division may restrict one's speech for valid educational reasons. Users should expect only limited privacy in the contents of their personal files or record of World Wide Web research activities on the SYSTEM.

An individual search will be conducted if there is reasonable suspicion that a user has violated Canadian Law, this Policy, or the school's disciplinary code. Appropriate disciplinary action would ensue.

The Division will cooperate fully with local, provincial, or federal officials in any investigation related to any illegal activities conducted through The SYSTEM.

### **Limitation of Liability**

The School Division makes no guarantee that the functions or the services provided by or through the School Division system will be error free or without defect.

The School Division will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.

The School Division is not responsible for the accuracy or quality of the information obtained through or stored on the SYSTEM.

The School Division will not be responsible for financial obligations arising through the unauthorized use of the SYSTEM.

Users will be held financially responsible for any harm to the SYSTEM or any other system accessed as a result of intentional or inappropriate use.

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