

# FORT LA BOSSE SCHOOL DIVISION

TITLE – **COMPUTER/INTERNET ACCEPTABLE USE\*** POLICY - **IJNDB-R**

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## **COMPUTER/INTERNET ACCEPTABLE USE REGULATIONS**

### **General (All Users):**

These regulations shall govern the use of computer equipment, software, online accounts, the network, email, and Internet access provided by Fort La Bosse School Division to students, employees, contractors, and others.

Fort La Bosse School Division's computers, software, networks, electronic systems, and access to the Internet are intended for educational and/or research purposes and for conducting valid school division business.

Network administrators may access any user's network storage area at any time. Network administrators may, as part of their authorized responsibilities, review user files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on Division servers are private.

All users access the Fort La Bosse School Division networks and Internet at their own risk. Fort La Bosse School Division will do its best to provide error free, dependable access to the computing resources associated with network and Internet use. The Division cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

### **Student Specific:**

To obtain Internet access, all students must obtain parental/guardian permission. The parent/guardian and the student must sign the Acceptable Use Agreement form (Exhibit [IJNDB-E](#)). Teachers, as part of regular instruction should provide orientation and information to students regarding web awareness, web safety, and acceptable use of computers and the Internet.

Telecommunications opens classrooms to electronic information resources available around the globe. We consider the Internet and other electronic information sources, to be extensions of the school library. The library serves as a point of open access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem solving skills. The School Division and schools, to guide the student to various appropriate research areas, will develop home pages. We firmly believe that the benefits of access to the valuable information and interaction available on the Internet far exceed the possibility that students may access material that is not consistent with the educational objectives of the Division.

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Inappropriate and other questionable materials do exist on the Internet. Schools will develop procedures to reduce the chances of a student accessing inappropriate materials on school computers and to promote the use of the Internet as an educational resource. Schools will schedule student access to the Internet to ensure that supervision is provided.

To date no way has been devised for a school to prevent access to such materials if a student is determined to seek them out.

### **TERMS AND CONDITIONS**

This policy is designed to facilitate and set guidelines for utilizing division networks, and for exploring and using the Internet as a tool in Fort La Bosse School Division

General User Responsibilities: The user:

- will only use local area networks, including access to the Internet, in a manner consistent with the policies and regulations of Fort La Bosse School Division.
- will be personally responsible for his/her behaviour while using the School Division computer, network, and Internet access.
- will disclose to the appropriate authorities misuses of computing resources or potential problems with system security, and will cooperate with the network administrators in his/her investigation of abuses.
- will take full responsibility for safeguarding and protecting his/her user access, to both the network and the Internet, during the time it is assigned to him/her.
- may only use the Fort La Bosse network or Internet access in a manner which has been assigned to him/her by the network administrators.
- may not create or post a web site on any Fort La Bosse server without the approval of the appropriate administration.
- downloading or distributing any file or files which may cause congestion of the network should be done in “off-hours” where possible (ie. Downloading music files, distribution of large enclosures or attachments).

Student Responsibilities: (in addition to the above):

- may only use the Fort La Bosse Internet access during school hours and from school premises.
- may only use the Fort La Bosse Internet access under the supervision of a staff member.

The following types of actions are not permitted by any user:

- Sending, displaying or soliciting offensive messages or images, which without restricting the generality of the foregoing, includes sexual explicit messages, messages which constitute hate messages, or messages that are discriminatory or sexist in nature.
- Using obscene language.
- Harassing, insulting or attacking others.
- Re-posting personal communications marked as private by the original sender, without the original author's prior consent.
- Damaging computers, computer systems, computer networks, or software.
- Making unauthorized repairs, additions, adding software, or reconfiguring systems.
- Downloading or using games, chat lines, etc. not related to curricula or the policies and regulations of the division.
- Violating copyright laws by copying, installing, or distributing copyrighted programs.
- Using or attempting to access others' accounts.
- Accessing and distributing passwords and information of others.
- Trespassing in others' folders, documents or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes, political lobbying or illegal purposes.
- Installation or distribution of programs or files which may introduce a virus into the network.
- ***Recording or distribution of in-class or virtual instruction without consent of all parties involved.***

Sanctions:

Any violations of these regulations will be considered grounds for disciplinary actions, which may include:

- loss of network access
- suspension or expulsion
- appropriate legal action

