

Lester B. Pearson
School Board

Commission scolaire
Lester-B.-Pearson

**REGISTER OF POLICIES,
PROCEDURES AND BY-LAWS**

**APPROPRIATE USE OF COMPUTER
INTERNET COMMUNICATIONS POLICY**

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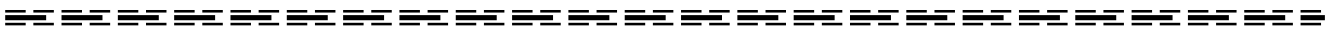


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APPROPRIATE USE OF COMPUTER INTERNET COMMUNICATIONS

A. Purpose

The purpose of this policy and the addenda that accompany it are to establish guidelines and responsibilities related to access of the network¹ – both intranet² and extranet³ on the part of students, employees (including individuals on service contracts with the Board), volunteers and others authorized by the schools, centres and Board administration, using equipment and facilities owned or leased and operated by the Lester B. Pearson School Board. It also applies to anyone else who connects to the School Board network. It also applies to anyone whose cyber misconduct (in or outside the school/centre) has a negative impact on school/centre life.

B. The Network

The network has 2 components, the intranet and the extranet.

The intranet is the internal electronic communication network of the School Board.

The extranet is the external electronic communication network of the School Board. It includes the School Board's public image through its website. It is an electronic web connecting computers and individual users all over the world. The School Board's extranet (also referred to as internet) connections offer access to:

1. The World Wide Web – for the pedagogical use of school/centres, teachers and students. This gives access to information and news from many organizations as well as the opportunity to correspond with experts in various fields.
2. Student and school/centre created web-pages – to enhance communications among members of the school/centre and wider communities.
3. Public domain software and graphics for school/centre use.
4. Discussion groups on a wide range of educational topics.
5. Access to universities, to libraries and many collections of relevant information to educators and students.

Access to the School Board network is offered to staff and students to support pedagogical and administrative use. This policy provides a framework for the acceptable pedagogical and administrative use of the network and ethical conduct of the users. Access to and participation in the global network known as the Internet carries with it a responsibility for adherence to established guidelines for acceptable use, which are set out below.

C. Acceptable Use

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school/centre setting. The School Board takes precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and a user may discover inappropriate information either intentionally or unintentionally. We believe that the valuable information and interaction available on this world-wide network far outweighs the possibility that users may procure material that is not consistent with the School Board's educational goals.

With this in mind, the following rules of conduct will apply.

1. The use of the Internet connection and the School Board's computers is a privilege not a right.
2. The use of the network must be within the educational objectives of the schools/centres and all applicable laws. Reasonable personal use is acceptable subject to the guidelines of this policy.
3. Sending or soliciting any material in violation of any law or regulation is prohibited. This includes but is not limited to: spam⁴ copyrighted material; threatening, harassing or obscene material; material legally defined as offensive any material protected by legislation pertaining to intellectual property.
4. Sending or soliciting material considered to be offensive or objectionable is prohibited.
5. The use of the system to access obscene or pornographic material is prohibited.
6. Use of the network for personal, commercial activity or financial gain is prohibited.
7. Users must accept the conditions of use as stipulated in Addendum "B" in order to use the School Board facilities and equipment. The administration may revoke or suspend specific user access and legal sanctions may apply. The consent form in Addendum "C" must be completed annually and kept on file at the school/centre/centre as long as the file is active.
8. Installing, transmitting or downloading information, media or software in violation of copyright laws is prohibited.
9. Posting messages and attributing them to another user, or otherwise misrepresenting one's identity online, is prohibited.
10. Attempting to harm or destroy data of any person or computer is prohibited.
11. Attempting to maliciously alter any computer system's software or hardware is prohibited.

D. Network Code of Conduct

1. Users must communicate with civil and respectful discourse and respect personal privacy and the privacy of others.
2. Personal information⁵ about oneself and about others should remain private, except as stated below;
3. The School Board's staff or other adults may provide personal information for pedagogical purpose for themselves, or for minor students with the permission of the parents/guardians.
4. Users must note that email is not guaranteed to be private. The system administrator⁶ has access to all email. Messages relating to or in support of illegal activities will be reported to authorities.
5. The School Board may create an audit log⁷ detailing internet use by any user.
6. Email is not to be used for any kind of information that is of an intentionally misleading nature.
7. Email messages are subject to School/centre Board review at any time.
8. Installation of copyrighted software or downloading of files from unauthorized sites for use on the School Board's system is prohibited. The software must be installed by authorized school/centre board staff.
9. Any type of cyberbullying⁸ is prohibited and will result in sanctions as stated in this policy.

E. Security

Email is neither secure nor private. Use of the School Board's network should not be considered a private medium. It is possible that others may be able to see content that is being sent or received. Users should not expect any of their correspondence via internet (email) to be considered as private communication.

The School Board maintains a security system to protect it from external and internal attack such as spam, virus and any object of like nature. The School Board reserves the right to take all reasonable measures to maintain maximum protection of the system. It will update its preventative protection on an ongoing basis according to the latest standards.

Security on the Lester B. Pearson School Board computer system is a high priority. Any user identified as a security risk⁹ or having a history of misuse with other computer systems will be denied access.

1. Users are not to share their account with anyone.
2. Users are not to leave their account open and unattended.
3. Users are to keep all their passwords confidential and not accessible to unauthorized persons.
4. Users believing that they can identify a security problem on the network system must notify the administration immediately and not show others how to break security.
5. Users attempting to log on to the system fraudulently will be subject to sanctions.
6. Users are prohibited from attempting to corrupt, falsify or steal information and will be subject to sanctions stated in this policy.
7. The School Board will host school/centre and student websites and review these sites periodically for content and security issues. If any site is deemed inappropriate the School Board reserves the right to block access to this site.
8. Externally hosting student and classroom websites out of the School Board's network is prohibited. An exception is made for certain external hosting sites that provide a secure student environment. The list of these authorized hosting sites can be found in Addendum D.

F. Disclaimers

1. The School Board makes no guarantee of any kind, either expressed or implied, that access to services will always be available.
2. The School Board is not responsible for any damages incurred, including, but not limited to: loss of data resulting from delays or interruption of service; loss of data or for personal property used to access these resources; the accuracy, nature or quality of information stored or gathered through School Board-provided access; unauthorized financial obligations incurred through School Board-provided access.

3. Even though the School Board may use technical or manual means to limit student access, the limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this policy are subordinate to local, provincial and federal statute.

G. Sanctions

1. Violations of any conditions of use described in this policy will be cause for disciplinary action in accordance with the school/centre's/centre's Code of Conduct and the Lester B. Pearson School Board Safe and Caring Schools Policy and any disciplinary measures in accordance with the currently in force collective agreements.
2. When appropriate cancellation of user privileges may occur.
3. When appropriate, law enforcement agencies will be involved.

H. Vandalism

Vandalism¹⁰ is defined as any malicious attempt to harm, alter or destroy equipment or data. Vandalism will result in sanctions stated in this policy.

I. Dissemination

A copy of this policy and any subsequent revisions will be made available to all school/centres, departments and centres. All members of the School/centre Board's community are to be informed of the contents of this policy. It will also be posted on the School Board website.

J. Modification

With the exception of Addendum A, none of the addendums are an integral part of the present policy. The addenda of this policy may be modified without consultation except for the addendum A.

Addendum A

Definitions

1. **Network:** The network has 2 components, the intranet and the extranet.
2. **Intranet:** The intranet is the internal electronic communication network of the School Board.
3. **Extranet:** The extranet is the external electronic communication network of the School Board. It consists of the School Board's public image through its website. It is an electronic web connecting computers and individual users all over the world.
4. **Spam:** The term spam has been adopted by the Internet community to signify the mindless mass-posting of messages. Spam is unwanted, invasive Internet advertising.
5. **Personal Address/Information:** Any information that uniquely identifies an individual such as Civic #, Street, City, Postal code, Phone #, Fax #, Credit card #, NIP#, Bank Account #, S.I.N. #, employee #, MEQ Permanent Code, Fiche number.
6. **Systems Administrator:** is a trained individual that manages a server(s) or a group of computers. Responsibilities range from providing access through the creation/deletion of users and passwords, backup procedures, software upgrades. The system administrator mainly oversees its general good operating condition.
7. **Audit Log:** a file in which visited websites and computer activity are recorded and time stamped.
8. **Cyberbullying:** Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites and defamatory online personal polling sites to support deliberate, repeated, and hostile behavior by an individual or a group, that is intended to cause harm to others.(Belsey, 2004 cyberbullying.ca).
9. **Security risk:** is defined as an individual(s) that acts with malice or by ignorance and through those actions compromises the integrity of any software application or hardware and or the confidentiality of data. Also considered a security risk, are applications that are designed with inadequate security control.
10. **Vandalism:** vandalism is defined as any malicious attempt to harm, alter or destroy equipment or data.

Addendum B

Conditions of Use of the Lester B. School Board Computer Network

User's Responsibilities

- Understanding that use of Board's network is a privilege, not a right.
- Understanding that failure to observe the rules stated in the Appropriate Use of Computer Internet Communication will result in loss of privileges in your school/centre and/or other consequences consistent with the Lester B. Pearson School Board's "Safe School Policy" and your school/centre's "Code of Conduct".

Network Etiquette/Citizenship

- Creating or sending offensive messages or pictures from any source is prohibited. For example, users will not post, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist or illegal material.
- Installing, transmitting or downloading information, media or software in violation of copyright laws is prohibited.
- Posting messages and attributing them to another user, or otherwise misrepresenting one's identity online, is prohibited.
- Attempting to harm or destroy data of any person or computer is prohibited.
- Attempting to maliciously alter any computer system's software or hardware is prohibited.

School/centre Board Responsibilities

- Providing Network access to all users within the Board wherever possible.
- Supporting the education of students in the Lester B. School Board.
- Ensuring that all students and parents are aware of the students' rights and responsibilities.
- Ensuring permission forms are signed by students and parents/guardians.
- Maintaining a record of signed permission forms by students (and parents/guardians for students under the age of 18) indicating that students and parents agree to adhere to the Board's Acceptable Use Guidelines.
- Providing and updating, as necessary, appropriate rules for use of the network.
- Addressing user abuse of privileges in a manner consistent with the School/centre Board's Safe School/centre Policy and the school/centre's "Code of Conduct".
- Reserving the right to monitor network activity.
- Reserving the right to restrict or remove user access to the Network for those who do not adhere to the Acceptable Use Guidelines.

Addendum C

Conditions of Use of the Lester B. Pearson School Board Computer Network

TECHNOLOGY

PARENT PERMISSION FORM

Dear Parents,

_____ School is fortunate to have access to technology (computers, smart boards) which includes Internet and e-mail capabilities. We believe it is important for students to learn responsible use of this valuable resource, which will greatly enhance their learning environment.

Although students will be supervised when using the Internet, and although our school board uses a program to screen out inappropriate material, there is always a possibility that students may come across inappropriate text or images that are not consistent with our educational goals and values. While providing students with complete protection from accidental exposure to such materials is impossible, we believe that the benefits of using this medium far outweigh the risks. We invite all parents who are concerned with Internet safety to consult the following site on the Lester B. Pearson website: http://esd.lbpsb.qc.ca/internet_safety.htm

The use of the school's technology equipment is a privilege and not a right. Students are expected to conduct themselves responsibly and politely. Below are guidelines for acceptable use of computers/smart boards and the Internet within the school. We encourage you to discuss them with your child, and hope that you will also find them beneficial if your child is using the Internet at home.

- Use of the Internet will be under the supervision of school staff.
- The use of technology will be for curriculum-based goals only.
- Students will not provide information of a personal nature on-line.
- Students will inform their teacher or other school personnel immediately when coming across the information that is either unexpected, or which makes them uncomfortable.
- Downloading of files, programs or images is prohibited without permission of the teacher.
- Students will not download files or programs from home or any other outside source.
- Students will not access their personal email, chat lines (MSN), Facebook, MySpace, You Tube etc. from school.
- Students will not change or modify the school's hardware settings in any way.
- Students will be held responsible for any deliberate damage to data, hardware or software.
- Students will use memory keys responsibly for the sole purpose of storing school related documents

(Continued on next page).

Addendum C

Conditions of Use of the Lester B. Pearson School Board Computer Network

TECHNOLOGY

PARENT PERMISSION FORM (continued)

- Students will not be involved in any form of cyberbullying.
- Students will not create or send offensive messages or pictures from any source. For example, it is forbidden to post, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist or illegal material.
- Students will not install, transmit or download information, media or software in violation of copyright laws.
- Students will not post messages and attribute them to another user, or otherwise misrepresent one's identity online.
- Students will not attempt to harm or destroy data of any person or computer.
- Students will not attempt to maliciously alter any computer system's software or hardware.

I have reviewed these guidelines with my child for acceptable use of computers and the Internet, and we agree to abide by them. We understand that any violation of these rules will result in sanctions as outlined in the Acceptable Use of Internet Communications Policy.

Parent/Guardian Name(s):
(please print)

Student's Name:
(please print)

Parent/Guardian Signature:

Student's Signature:

Date: _____

Addendum C (continued)

Conditions of Use of the Lester B. Pearson School Board Computer Network Consent forms

PHOTO/VIDEO/AUDIO/WORKS FOR PROMOTIONAL PURPOSE (ADULT)

Dear Students,

As the Lester B. Pearson School Board expands its integration of technology into the learning process of its students, we have often found ourselves in the position of having digital images we would like to share with you, your school's community and sometimes the media.

Permission is required to share these images and this consent form has been developed in order to cover a wide range of possible situations for all schools and centres. To give you an indication of what we at the Lester B. Pearson School Board mean by sharing digital information we thought it would be helpful to list some of the types of situations that have come up in our centres in the past. Hopefully this will clarify how this release form would apply.

1. Publishing digital pictures of student events or activities in your centre's newsletter;
2. Sharing special centre or student events with the school board who may wish to publish in the Pearson News, a small newsletter that is published by the board and distributed in the community;
3. Sharing pictures or videos of special outings;
4. Sharing pictures or videos of Plays, Music Concerts, Holiday Fair and special centre related events;
5. Providing articles and pictures of special centre events to the local newspaper or the local media;
6. Sharing Power Point presentations prepared by the student;
7. Publicizing the centre during the Registration period and at the Open House.

In the past we have had a collaborative relationship with students and parents as to the sharing of images taken by the centre and images taken by parents or students. It is our intention to continue with this collaborative relationship and keep an open communication with our families. If ever you feel uncomfortable with the sharing of your work or activities you are invited to communicate your concerns to the director of the centre directly so as to ensure that we respect your wishes

Please complete the section on the reverse and return to the centre as soon as possible.

Addendum C (continued)

**Conditions of Use of the Lester B. Pearson School Board Computer Network
Consent forms**

PHOTO/VIDEO/AUDIO/WORKS FOR PROMOTIONAL PURPOSE (ADULT)

RELEASE AGREEMENT / INDIVIDUAL

I, the undersigned, _____ give my consent to the Lester B. Pearson School Board and its school/centres/centres to use any photographs/video/audio/works containing my image/voice/works in promotion of education, corporate related activities, and media reports, including: internet/intranet sites that the board and its school/centres have ownership and control over, publications, public service announcements (televised and print), news reports and feature stories, public awareness efforts, marketing and advertising, and other related materials.

In addition, I waive all claims to compensation or damages based on the use of my image/voice/works by the School Board. I also waive any right to inspect or approve the finished photographs/video/audio/works.

I agree that all such portraits, pictures, photographs; video and audio recordings, digital files, works, and any reproductions thereof shall remain the property of Lester B. Pearson School Board, unless otherwise noted. I warrant that I am at least 18 years of age.

Event/Project Description
(Where warranted)

Date ownership reverts to individual
(Where warranted)

Signature

Date

Addendum C (continued)

PHOTO/VIDEO/AUDIO/WORKS FOR PROMOTIONAL PURPOSES (MINOR PERSONS) CONSENT FORMS

Dear Parents,

As the Lester B. Pearson School Board expands our integration of technology into the learning process of our students, we have often found ourselves in the position of having digital images we would like to share with you, your school's community and sometimes the media.

Parental permission is required to share these images and this consent form has been developed in order to cover a wide range of possible situations for all schools. To give you an indication of what we at the Lester B. Pearson School Board mean by sharing digital information we thought it would be helpful to list some of the types of situations that have come up in our schools in the past. Hopefully this will clarify how this release form would apply.

8. Publishing digital pictures of student events or activities in your school's newsletter;
9. Sharing special school or student events with the school board who may wish to publish in the Pearson News, a small newsletter that is published by the board and distributed in the community;
10. Sharing pictures or videos of special outings such as Space Day, field trips, camps etc;
11. Sharing pictures or videos of Plays, Music Concerts, Holiday Fair and special school related events;
12. Providing articles and pictures of special school events to the local newspaper or the local media;
13. Sharing Power Point presentations prepared by the student;
14. Publicizing the school during the Registration period and at the Open House.

In the past we have had a collaborative relationship with parents as to the sharing of images taken by the school and images taken by parents. It is our intention to continue with this collaborative relationship and keep an open communication with our families. If ever you feel uncomfortable with the sharing of your child's work or activities you are invited to communicate your concerns to the principal of the school directly so as to ensure that we respect your wishes

Please complete the section on the reverse and return to your child's teachers as soon as possible (see next page)

Addendum C (continued)

**PHOTO/VIDEO/AUDIO/WORKS FOR PROMOTIONAL PURPOSES (MINOR PERSONS)
CONSENT FORMS**

RELEASE AGREEMENT / PARENT OR GUARDIAN

I, the undersigned, _____ am the legal guardian of

(Name of dependant) _____

and hereby give my consent to the Lester B. Pearson School Board and its school/centres/centres to use any photographs/video/audio/works containing **his/her** image/voice/works in promotion of education, corporate related activities, and media reports, including: internet/intranet sites that the board and its school/centres have ownership and control over, publications, public service announcements (televised and print), news reports and feature stories, public awareness efforts, marketing and advertising, and other related materials.

In addition, I waive all claims to compensation or damages based on the use of **his/her** image/voice/works by the School/centre Board. I also waive any right to inspect or approve the finished photographs/video/audio/works.

I agree that all such portraits, pictures, photographs; video and audio recordings, digital files, works, and any reproductions thereof shall remain the property of Lester B. Pearson School Board, unless otherwise noted.

Event/Project Description (Where warranted)
(Where warranted)

Date ownership reverts to individual
(Where warranted)

Signature

Date

Addendum D
Authorized Hosting Site

www.learn.qc.ca

