

ADMINISTRATIVE PROCEDURE 145

Computer Use

The Director of Education supports the need for staff members and students to have school access to electronic networks, including the Internet.

The Director of Education and system and school administrators recognize that it is increasingly important for students and staff members to access information and resources responsibly at remote computing sites. The Director, supervisory officers and school administrators direct staff members and students to adhere to the regulations of remote computing sites and network service providers. Furthermore, administrators are aware that misuse of networks can infringe on the rights of other users, result in loss of revenues to businesses, and can be illegal.

This administrative procedure and the acceptable computer use agreement will serve to help staff and students develop knowledge, values and attitudes about electronic information services and resources and will encourage the effective and judicious use of these technologies.

1.0.0 ACCEPTABLE USE

1.1.0 Use of Board electronic networks and information systems shall be limited to uses related to instruction, research and school administration.

1.1.1 Postings to Board / School conference areas and work groups shall be professional in nature and support the Board / School strategic directions.

1.2.0 Staff members may access Board electronic networks or information systems during the hours specified by the information technology services department.

2.0.0 UNACCEPTABLE USE

2.1.0 Unacceptable uses of electronic networks and information systems include the following:

2.1.1 uses that violate federal or provincial laws;

2.1.2 activities which are, or could be construed to be, harassment;

2.1.3 uses that threaten or intimidate other users;

2.1.4 uses that unduly interfere with the work of other users or computer systems, or that seriously disrupt the network, or that result in the loss of a user's work or system;

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- 2.1.5 uses related to commercial activities such as the unsolicited distribution of advertising material and sale of products or services;
- 2.1.6 uses that violate published acceptable use guidelines of network service providers or remote computing sites.
- 2.1.7 uses that can be deemed unprofessional in nature or overtly undermine board policies and procedures or Board / School strategic directions.
- 3.0.0 ACCEPTABLE USE EDUCATION
- 3.1.0 The principal of each school or a designate shall develop an in-school implementation plan for educating students and staff about acceptable use of Board electronic networks and information systems.
- 3.2.0 The plan shall outline:
 - 3.2.1 what are acceptable uses and unacceptable uses, including security, copyright and Freedom of Information and Protection of Privacy issues;
 - 3.2.2 the moral and legal implications of unacceptable use;
 - 3.2.3 the consequences and costs of unacceptable use of Board electronic networks or information systems;
 - 3.2.4 systems to supervise and monitor usage and setting priorities for usage.
- 3.3.0 The elementary and secondary schools computer work groups shall provide assistance in developing appropriate school implementation plans.
- 4.0.0 PROCEDURES FOR DEALING WITH UNACCEPTABLE USE
- 4.1.0 Unacceptable use will be dealt with in accordance to the school's Code of Conduct and/or relevant Board administrative procedures.

Legal References:

*Education Act S. 265 (1) (j) Duties of Principals: Care of Pupils and Property
Guidelines—Ontario Schools Code of Conduct
Municipal Freedom of Information and Protection of Privacy Act
Access to Records, Retention*

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