



**POLICY NO. 6190  
INFORMATION AND TECHNOLOGY MANAGEMENT  
ACCEPTABLE USE POLICY**

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**POLICY STATEMENT**

The Board of School Trustees recognizes that, as new technologies change the way we access, communicate and share/transfer information, those changes need to be managed and monitored. It is acknowledged that the nature of the technology and the manner in which it is currently accessed makes it impractical to monitor its use at all times. The burden of responsibility therefore lies with individual users to ensure that at all times they make appropriate use of all electronic information resources, consistent with the intent of this Policy.

All District electronic resources are to be used in a responsible, ethical and legal manner. Any individual who logs on to the District network is responsible for all activities associated with their account. Failure to adhere to this Policy and its regulations will result in revocation of the user's access privileges in accordance with the regulations.

This Policy and its regulations also apply to any personal electronic devices taken to the worksite or school.



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**REGULATIONS**

**1. Definitions:**

- 1.1 District Electronic Resources:  
All hardware (computers, printers, scanners and other peripheral devices) as well as related software
- 1.2 District Network:  
Is comprised of school LANs (local area network), administrative offices, and the district WAN (wide area network)  
The District network is set up and maintained by the District Technology Department to allow communication, using computers and other devices, between District Offices and District Schools. The District Network is connected to the Internet. There is an internal network for District users and an external network for School District employees, students or guests using personal devices.
- 1.3 District Network Accounts:  
Allows access to the District network, including the Internet, e-mail and related resources
- 1.4 Personal Electronic Devices and Accounts:  
Any personal technical device, such as cell phones, tablets, laptop computers, peripherals, video games or related hardware and/or software as well as personal e-mail and social media accounts.

**2. Procedures:**

Prior to allowing access to the Districts' LANS, WANS, and the Internet, each school or site will clearly communicate with students, parents and staff the purposes, benefits, and risks associated with the use of this resource.

- 2.1 The Principal, or his or her designate, shall ensure that Acceptable Use forms are signed by the student and his/her parents or guardians in accordance with this Policy. These forms will be kept on file at the school.

- 2.2 All employees must sign a District Network Usage Agreement form at the time of hiring.  
The administrator/Principal of each site should annually review this form with staff.

**3. Alerts:**

- 3.1 All District network accounts may be examined by School District technology staff without notice to the account holder to ensure compliance with this Policy.
- 3.2 All e-mail, both incoming and outgoing, may be examined at any time by the school/District to ensure compliance with this Policy.
- 3.3 No student shall have access to the school computer network unless authorized by a teacher or other designated staff members.

**4. Access to the SD6 Network:**

The use of the District computer network resources is a privilege, not a right. Inappropriate use may result in the loss of this privilege and, depending on the nature of the offence, further action may occur including, but not limited to, notification of the RCMP.

- 4.1 The Technology Department or school Principal will determine what is deemed inappropriate use as per the guidelines - clause 5 ***and report the infraction to the appropriate supervisor for action.***
- 4.2 Employees may use the District network outside of scheduled hours of work, provided that such use is consistent with professional conduct and is not used for business purposes.

**5. The Use of SD6 Network Resources:**

**Use of the network should be consistent with the educational objectives of SD 6 and used in ways that comply with the intent of this Policy and legal and ethical standards.**

- 5.1 **Unacceptable personal use includes, but is not limited to:**
- a) Intentional access to sites which contain information that is pornographic, racist, sexist, malicious, vulgar, immoral, or promotes or fosters hatred or illegal activities as well as any other sites that are prohibited by the school administration and/or School District;
  - b) Playing on-line games;
  - c) Using instant messaging programs;

- d) Downloading and/or installing movies, games, music files, and/or software;
- e) Using the District network resources for commercial or financial gain;
- f) Sending or displaying offensive messages or pictures;
- g) Use of impolite, abusive, or obscene language;
- h) Harassing, insulting, or attacking others;
- i) Accessing unauthorized computer systems, folders, and files;
- j) Physical damage to computer systems or networks by the spreading of computer viruses;
- k) Intentional damage to computer systems, networks equipment or peripheral devices;
- l) Installation and use of any Peer to Peer programs;
- m) Students may not order or purchase personal resources online.

***Given the ongoing changes to technology and technical resources, it is clear that the School District is unable to identify all current or future unacceptable uses of the District Network. Therefore, the School District reserves the right to add to this list of unacceptable uses as circumstances arise. Users cannot assume that if something is not included on the above list, it is permissible.***

- 5.2 All account holders shall make the security of the network a priority.**
- a) The individual account holder is responsible at all times for its proper use and will be held accountable for any misuse;
  - b) If an account holder's password is known to anyone else, or if there is a reason to suspect that someone has access to his/her password, the user must inform the school administration and request that his/her password be changed;
  - c) Use of network accounts by anyone other than the registered account owner is prohibited. If someone other than the registered user is using an account, both the unauthorized user and the registered owner may have his/her accounts disabled, and his/her computer/network privileges suspended;
  - d) To "hack" or "crack" or attempt to access any computer, network, system, software program, or data file to which the account holder does not have authorization, is strictly prohibited and will lead to immediate revocation of computer privileges;
  - e) The use of any administration login and password is strictly prohibited and will lead to immediate revocation of computer privileges. If a user is aware of other users knowing any of these passwords, he/she must report this to the school administration immediately;
  - f) Users shall ensure they have logged off before leaving a computer.

- 5.3 No user is permitted to install any software program without the permission of the Technology Department.**

5.4 **When using any e-mail program, users must follow proper e-mail etiquette (see b. below).**

a) **General comments:**

- i. All e-mail communication is to be of a professional nature;
- ii. Use of profane, harassing, or otherwise inappropriate language is forbidden.

b) **Proper etiquette includes:**

- i. Messages which are respectful in nature and appropriate in content whether the communication is between students, between staff members or between students and staff;
- ii. Messages whose language is of the same standard as other forms of communication used within the school setting.

c) **Users must not:**

- i. Access another user's e-mail without his/her permission;
- ii. Create and/or forward chain letters or other unsolicited or unwanted messages;
- iii. Create and/or send e-mail with the purport to come from another individual (commonly known as "spoofing"), or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations;
- iv. Participate in, or subscribe to non school-related mailing lists, newsgroups, chat services, electronic bulletin boards, or any other association or service which would cause a large number of e-mails or other electronic messages to be sent through the District's computer network.

5.5 **Transmission or use of any material that is in violation of Canadian or Provincial laws, or of School, or School District Policy, is prohibited and will be reported to the appropriate school or law enforcement agency.**

a) Use or transmission of inappropriate material constitutes grounds for termination of all computer/network access;

b) Inappropriate transmissions includes, but are not limited to:

- i. Unauthorized copying, reproduction, downloading, use or transmission of files, programs, data, documents or information protected by copyright, trademark, trade secret, or by licensing agreements, user agreements, or similar contracts. (this includes the downloading of illegal music files, games, and other software programs, and the duplicating / burning of CD and DVD's);
- ii. The downloading, copying, reproduction, or transmission of threatening or obscene materials or materials demonstrating antisocial behaviors or activities;
- iii. The transmission of materials associated with commercial activities;

- iv. The transmission of materials/messages relating to or in support of illegal activities;
- v. The use or transmission of materials used for political lobbying.

5.6 **Use of personal electronic devices:**

- a) Personal Devices can be used to access the District’s external wireless network. A request for this access must be made through the Technology Department’s Service Request System. In addition, for students to have this access, an additional permission form must be signed by parents/guardians and be kept on file at the student’s school. Guest access may be arranged using a username and password issued by the Technology Department;
- b) Cell phones, tablets and other personal devices are not to be used during instructional time unless they are part of the instructional program;
- c) Schools may have rules or guidelines which limit the use of personal devices during the instructional day;
- d) Personal devices are not to be connected to the internal District Network without prior approval by the Technology Department;
- e) Infractions of the above will be dealt with as appropriate.

6. **Internet and E-mail Safety**

The District’s primary concern when providing Internet access and e-mail to students is that student safety, security and sensibilities are not compromised. Despite this, it is not possible to absolutely guarantee that students will never access inappropriate sites or material while using District technology. It is understood that schools, staff, students and parents have a responsibility to provide the safest environment possible for students.

In order to support our students and build their understanding of digital citizenship and being safe online:

6.1 **Schools and school staff will:**

- a) At a minimum, semi-annually review Internet and e-mail safety procedures (see # 5) with all students and maintain a record that the review has occurred;
- b) Use only teacher previewed and approved Internet sites with primary students;
- c) Assist students to understand that the Internet is an “open” environment and that some of the information available may be controversial, offensive, and/or inaccurate;
- d) Teach to all of 6.2

6.2 **Students will:**

- a) never give out such personal information as their name, age, home address, telephone numbers(s), photograph, their parents' or guardians' work address or telephone number or the name or location of the school over the Internet or through email;
- b) never give out such personal information about other individuals over the Internet or through e-mail;
- c) immediately inform their parents, guardians, or a member of the District staff if they come across any information on the Internet or in an e-mail that makes them feel uncomfortable;
- d) not respond to any e-mail or other message which makes them feel uncomfortable;
- e) never agree to meet someone in person for whom they have 'met' online without parental knowledge, permission and supervision;
- f) never agree to send or accept any item to or from a person whom they have "met" on line without parental knowledge, permission and supervision.

6.3 **Parents are encouraged to** review the above with their child/ren several times each year or as appropriate for the child/children.

7. **Penalties for Non-compliance of any of the Network Procedures outlined in this Policy**

Depending upon the severity of the infraction, the penalty for the breaking of any part of this Acceptable Use Policy will be based on a five level scale of enforcement subject to the discretion of the school administration and/or District staff person responsible for technology.

1. verbal warning and/or other appropriate consequence
2. three day suspension of network privileges
3. one week suspension of network privileges
4. semester/year/permanent suspension of network privileges
5. legal action

8. **Limitation of Liability:**

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruption of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

## Rocky Mountain School District #6



### District Computer Network/Internet User Agreement

#### Introduction

We are pleased to offer the students and staff of the Rocky Mountain School District access to the District computer network resources, electronic mail and the Internet. Our computer networks are an educational tool to facilitate learning. These networks provide users with the opportunity to prepare for the technological world in which we live, and provide access to online resources enabling integration in all areas of learning. To use these resources, all users must sign and return this form, and those under age 19 must have parental permission.

Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign and initial where appropriate. We believe the online materials, which are accessed through the Internet, offer a vast, diverse, and unique set of resources. It is our belief that this service will promote educational excellence in our schools by facilitating the sharing of resources as well as innovation and communication in the teaching/learning process.

Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school Principal or the District staff person overseeing Technology. A copy of Board Policy regarding student access to networked information resources and this document are available on the Rocky Mountain School District web site, [www.sd6.bc.ca/administration/aup.htm](http://www.sd6.bc.ca/administration/aup.htm)

#### General Network Use

The network is provided for students and staff to conduct research, complete assignments, and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with District standards and honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.



### Internet / World Wide Web / E-mail Access

Access to the Internet and e-mail will enable students and staff to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Rocky Mountain School District supports and respects each family's right to decide whether or not to apply for access.

### Student Images and Information

In order to publish images, video, or student names for education related purposes, the School District requires parent/guardian permission under the Freedom of Information/Protection of Privacy Act (FIPPA). A form to obtain this consent is sent home to each parent/guardian by the school when the student enters Kindergarten, changes schools, or is a new student. Parents/guardians are also asked to sign a form acknowledging the possibility of outside media, such as local newspapers, publishing images or information about students engaged in school activities.

**SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)**  
**Student Authorization for Computer Network Access**  
**Grades K-3**

This form must be completed the year a student enters Kindergarten, or when a new Primary student registers at the school. It is to be signed and placed in the cumulative file of every Grade K-3 student in SD6 authorized to use the District Network.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Sponsoring Parent or Guardian:**

- By signing below, I certify that, together, my child and I have reviewed the rules regarding use of the District's computer network.
- I have made sure that my son/daughter understands what is expected of students when using the District's computer network.
- I acknowledge that should I wish to terminate my child's computer network and Internet privileges, I must do so in writing to the school administration.
- By signing this form I acknowledge that my child cannot be monitored at all times when using the computer.
- As well, it is possible that at some time my child may access inappropriate sites while doing research on line.

**PLEASE CHECK ALL AREAS WHICH APPLY:**

- I **do** give permission to issue an account and provide access for my son/daughter to participate in using the District's computer network which includes access to the Internet.
- I **do not** give permission to issue an account or provide access for my son/daughter to participate in using the District's computer network which includes access to the Internet.

- The School District recognizes that parents/guardians may have concerns and questions about student use of the Internet. If you would like to speak to the Principal about these issues, please check the box in this section. The Principal will arrange for a meeting to discuss these issues with you.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**FOR SCHOOL USE ONLY**

**Username:** \_\_\_\_\_ **Password:** \_\_\_\_\_

**Date Processed:** \_\_\_\_\_

**SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)**  
**Student Authorization for Computer Network Access**  
**Grades 4-7**

This form must be completed when a student enters Grade 4, or when a new Grade 4-7 student registers at the school. It is to be signed and placed in the cumulative file of every Grade 4-7 student in SD6 authorized to use the District Network.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Student Section**

- I have read, or have had explained to me, the rules regarding the use of the District's computer network.
- I agree that I will follow these rules when I use the District's computer network.
- I understand that if I use the District's computer network in a way that violates these rules, I can be disciplined.
- I understand that discipline may include not being allowed to use computers, detention, suspension from school, etc.
- I understand that the technology staff and the school administration may check and see what I am doing or what I have done on a computer, to make sure I follow the rules.
- I understand that if I cause harm to the computer network (hardware/software), or to information or documents that do not belong to me, that my parents or guardians and I may have to pay the costs of any damage.
- By signing below, I am showing that I understand this information.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sponsoring Parent or Guardian Section**

- By signing below, I certify that, together, my child and I have reviewed the rules regarding use of the District’s computer network.
- I have made sure that my son/daughter understands what is expected of students when using the District’s computer network.
- I acknowledge that should I wish to terminate my child’s computer network and Internet privileges, I must do so in writing to the school administration.
- By signing this form I acknowledge that my child cannot be monitored at all times when using the computer.
- As well, it is possible that at some time my child may access inappropriate sites while doing research on line.

**PARENT: PLEASE CHECK ALL AREAS WHICH APPLY:**

- I **do** give permission to issue an account and provide access for my son/daughter to participate in using the District’s computer network which includes access to the Internet.
- I **do not** give permission to issue an account or provide access for my son/daughter to participate in using the District’s computer network which includes access to the Internet.
- The School District recognizes that parents/guardians may have concerns and questions about student use of the Internet. If you would like to speak to the Principal about these issues, please check the box in this section. The Principal will arrange for a meeting to discuss these issues with you.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**FOR SCHOOL USE ONLY**

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Date Processed:** \_\_\_\_\_

**SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)**  
**Student Authorization for Computer Network Access**  
**Grades 8-12**

This form must be completed when a student enters Grade 8, or when a new Secondary student registers at the school. It is to be signed and placed in the cumulative file of every Grade 8-12 student in SD6 authorized to use the District Network.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Student Section**

- I have read, or have had explained to me, the attached Policy and Rules and Regulations regarding the use of the School District's computer network.
- I agree that I will follow these rules when I use the District's computer network.
- I understand that, if I use the District's computer network in a way that violates these rules, I can be disciplined.
- Discipline may include loss of computer network use privileges, detention, suspension, expulsion or other consequences.
- I understand that if I misuse the computer network (hardware/software), cause harm to the network or to a person or to their information or documents, that my parents or guardians and I may be responsible for paying for such misuse or damage.
- By signing below, I demonstrate that I understand and agree to the attached Policy and Rules and Regulations.
- I also understand that all District network accounts may be examined by the School District's Technology staff or the school administration without notice to the account holder.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sponsoring Parent or Guardian Section**

- By signing below, I certify that, together, my child and I have reviewed the rules regarding use of the District’s computer network.
- I have made sure that my son/daughter understands what is expected of students when using the District’s computer network.
- I acknowledge that should I wish to terminate my child’s computer network and Internet privileges, I must do so in writing to the school administration.
- By signing this form I acknowledge that my child cannot be monitored at all times when using the computer.
- As well, it is possible that at some time my child may access inappropriate sites while doing research on line.

**PARENT: PLEASE CHECK ALL AREAS WHICH APPLY:**

- I **do** give permission to issue an account and provide access for my son/daughter to participate in using the District’s computer network which includes access to the Internet.
- I **do not** give permission to issue an account or provide access for my son/daughter to participate in using the District’s computer network which includes access to the Internet.
- The School District recognizes that parents/guardians may have concerns and questions about student use of the Internet. If you would like to speak to the Principal about these issues, please check the box in this section. The Principal will arrange for a meeting to discuss these issues with you.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**FOR SCHOOL USE ONLY**

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Date Processed:** \_\_\_\_\_

**SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)**  
**District Network Usage Agreement**

I, \_\_\_\_\_, acknowledge that, when I am granted access to the District Network to carry out my work, my use of the network will be conducted in an ethical and professional manner.

I agree that I will not use this access for personal use during scheduled hours of work\*. I also agree that personal use will not include inappropriate behavior such as:

- Access to or downloading from offensive sites;
- Personal (non-work related) posting to Internet forums such as Newsgroups or Listserves;
- Activities that would be considered business use (using the network for personal financial gain, or commercial and/or private business transactions).

I understand that my use of the District Network is identifiable by the School District and acknowledge that it is my responsibility to ensure that my usage (viewing, creating, downloading, copying, forwarding, etc.) does not contravene any laws or regulations, including copyright and licensing issues and laws respecting obscene and discriminatory material.

I understand that my usage may be monitored without warning and that inappropriate usage may be cause for disciplinary action up to and including cancellation of contract, or dismissal.

Signed \_\_\_\_\_

Date \_\_\_\_\_

\*Personal use, consistent with this Policy, is permissible during prep periods or scheduled breaks.



**SCHOOL DISTRICT NO. 6  
ACCEPTABLE USE POLICY**

**PRACTICES AND PROCEDURES  
FOR IMPLEMENTATION AT THE SCHOOL**

1. Schools must have a process to ensure that all students and their parents/guardians sign the Student Authorization for Computer Network Access in accordance with this Policy. Before a student is issued a LAN account, the Principal or his/her designate will ensure that the student has read and understood the responsibilities and requirements as outlined in this Policy, as well as risks associated with providing personal information to other Internet users.
2. Schools must have a process for storing the completed forms.
3. Prior to allowing access to the Districts' LANS, WANS, and the Internet, each school will clearly communicate with students, parents and staff the purposes, benefits, and risks associated with the use of this resource.
4. Principals are responsible for ensuring each year that parents are made aware of the capabilities of the Internet and the risks associated with it. This can be done through newsletters, PAC meetings, and/or Parent meetings.
5. All employees must have a signed District Network Usage Agreement form in their personnel file. Each new employee must sign a District Network Usage Agreement form at the time of hiring. The Principal or Administrator of each site should review this form with staff annually and a dated record that the form was reviewed with staff, and the list of staff members present, must be retained by the Principal or Administrator.