

<b>ELK ISLAND CATHOLIC S.R.D. NO. 41</b>	<b>CODE: EGAC- Policy</b>
<b>LEGAL REFERENCES:</b>	<b>TITLE: Computer Access Acceptable Use</b>
<b>CROSS REFERENCE:</b>	<b>ADOPTION DATE: May 16, 2001</b>
	<b>REVISION DATE:</b>

**The Board recognizes that the Division has implemented an electronic communications system (network) that will allow unprecedented opportunities for students, staff and patrons to communicate, learn, access and publish information. The Board believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age level appropriateness of material, security, and cost of maintaining ever more elaborate systems. The Division will endeavor to ensure that these concerns are appropriately addressed, but cannot insure that problems will not arise.**

**By creating this network, the Board intends only to provide a means for educational activities and does not intend to create a forum for free expression purposes as guaranteed in the Canadian Charter of Rights and Freedoms. The Division dedicates the property comprising the network, and grants access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.**

**The Board directs the Superintendent to provide training and procedures that encourage the widest possible access to electronic information systems and networks by students, staff and patrons while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system.**

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*Acceptable Use of the Network*

1. The Division's computer networks and the messages transmitted and documents created on them are the property of the Division.
2. All use of the system must be in support of education and research and consistent with the Mission, Beliefs and Values of the Division. The Elk Island Catholic School Division reserves the right to prioritize use and access to the system.
3. Before having access to the Division Electronic Information system all users shall receive appropriate training and must sign an agreement (Exhibit 3,4 or 5) to comply with the guidelines listed here. Copies of the signed agreement will be kept on file in each staff members personnel file and in the case of students in their CUM file. Students under the age of 18 must have the approval of a parent or guardian.
4. Any use of the system must be in conformity to provincial and federal law, network provider policies and licenses and Division policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.
5. The system constitutes public facilities and may not be used for political purposes.
6. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way.

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7. Malicious use of the system to develop or utilize programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
8. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Non-appropriate material includes, but is not limited to, hate mail, harassment and discriminatory remarks.
9. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
10. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the site administrator.

### ***Security***

11. System accounts are to be used by the authorized owner of the account for the authorized purpose at the authorized time. Users may share access with an authorized person. Users should not leave accounts open or unattended. Account owners are ultimately responsible for all activity under their account.
12. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users maliciously, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
13. Communications may not be encrypted so as to avoid security review.

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14. Users should change passwords regularly and avoid easily guessed passwords. Passwords with a combination of text and numbers are advised.
15. The Board shall assume no liability for loss, damage or theft of documents nor will the Board be responsible for security violations beyond the reasonable punishment of those persons involved in such violations.
16. The principal or department manager shall ensure that all data are completely removed from any equipment that is moved to another department, declared obsolete, surplus, offered for sale or discarded.
17. Principals shall notify the Division Information Technology Coordinator when a computer is to be attached to the network.
18. The principal or designate shall be responsible for authorizing the internet and email access for users in the school.

***Personal Security***

19. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students will never reveal such information.
20. Students will not make appointments to meet people in person that they have contacted on the system.
21. Students will immediately notify their teacher or other authorized adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

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***Copyright***

22. The unauthorized installation, use, storage or distribution of copyrighted software or materials on Division computers is prohibited.

***General Use***

23. Diligent effort must be made to conserve system resources. For example, users should frequently delete E-mail and unused files.
24. Users are responsible for taking precautions to prevent viruses on their own and on Division equipment.
25. Users are responsible for ensuring that back-up copies of the documents critical for their use are made on a timely basis. Tape back-ups shall be stored in a secure and appropriate location.
26. Users of software shall comply with the software licensing agreements provided by the software publishers. Without notice any Division equipment may be audited for compliance.
27. Software owned by individuals in the Division may be brought into the Division only if the user adheres to the licensing agreement for the software and if the user has registered the software with the Division Information Technology Coordinator and received authorization to use the software.

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From time to time, the Division will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the Division. For security and administrative purposes the Division reserves the right for authorized personnel to review system use and file content. The Division reserves the right to remove a user account on the system to prevent further unauthorized activity.

Violation of any of the conditions of use may be cause for disciplinary action and may also be subject to legal action. Such disciplinary actions will be consistent with Division policies and procedures and will be in accordance with collectively bargained agreements where appropriate.

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For Staff and Students of the Elk Island Catholic School Division.

***Introduction***

Computer technology is now available to students and staff of the Elk Island Catholic School Division throughout its classrooms and offices. We are very pleased to bring this technology to our students and staff and believe it offers vast, diverse, and unique resources to them. Our goal in providing these services is to promote educational excellence in classrooms and administrative productivity in offices.

***Terms and Conditions***

Computer system access is provided through a complex network. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal use of the network resources. If an Elk Island Catholic School user violates any of these provisions, his or her access may be terminated and future access could be denied. Violations of these guidelines will be referred to the Superintendent of Schools for disciplinary action.

Violations of provincial or federal law will be referred to the appropriate law enforcement agency.

### 1. Acceptable Use

The use of the District's computer systems must be in support of education and research and consistent with the educational objectives of the Elk Island Catholic School Division. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or provincial regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

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### 2. Privileges

The use of the computer system is a privilege. Each student who accesses the Division's computer systems will be part of a discussion with a Elk Island Catholic Schools faculty member about the proper use of the system. The Superintendent will deem what is inappropriate use, and his decision is final. Also, senior district administrators may prevent access to a computer system any time as required. School administration may request the Superintendent to deny, revoke, or suspend specific user access. The District expects teachers to monitor student access for which he or she is responsible. This may include random checks of files and/or e-mail to determine whether the systems are being used in a manner that is consistent with this agreement. Students accepting access to District computer systems consent to such monitoring.

### 3. Responsibilities

You are expected to abide by the generally accepted rules of computer and network etiquette. These include (but are not limited to) the following:

- Do not use the computer or network for any illegal activity (e.g., violating copyright or other contracts, gaining illegal access or entry into other computers).
- Do not use the computer or network for financial or commercial gain.
- Do not interfere with the proper operation of District systems and networks, as well as systems and networks accessible through the Internet.
- Do not use your access to a computer or the network in such a way that you would disrupt the use of the facilities by other users.
- Do not use District computing and network resources in a wasteful or frivolous manner (e.g., tying up resources with computer-based game playing, sending trivial or excessive messages, downloading excessively large files).
- Do not use a network or Internet account owned by another individual.
- Do not share your network or Internet account with another individual
- While accessing the Internet do not reveal your personal address/phone number or the personal address/phone number of a colleague, nor upload your picture or that of a colleague.

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- Vandalism of computer resources is defined as any malicious attempt to harm or destroy hardware, software, or data of another person. This includes, but is not limited to, the uploading or creation of computer viruses.
- All disks are to be scanned, by the user, for viruses before use in any Elk Island Catholic School system.
- If you feel you can identify a security problem on the network, you must notify a computer system administrator or other District administrator e.g. principal, supervisor, etc. Do not demonstrate the problem to other users.
- Respect the privacy of other individuals.
- Files/data belonging to others are to be considered private property unless explicit authorization is given by the owner of the files.
- Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

- Do not engage in any other inappropriate computer related activity that is not defined above.

The Elk Island Catholic School Division makes no warranties of any kind, whether express or implied, for the service that is provided. Elk Island Catholic School Division nor any of its sites will be responsible for any damages you suffer. This includes loss of data resulting from delays or service interruptions caused by Elk Island Catholic School's own negligence or your errors or omissions. Use of information obtained via the computer system is at your own risk. No guarantee of complete privacy is made. Elk Island Catholic School Division specifically denies any responsibility for the accuracy or quality of information obtained through District computer facilities.

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Possible Actions Resulting From Failure to Comply

Actions taken by Elk Island Catholic School Division as a result of failure to comply with the guidelines listed in Exhibit A, may include (but are not limited to) the following:

- Criminal prosecution as detailed in the computer crimes provisions of the Criminal Code of Canada,
- Denial of computer privileges (temporary or permanent),
- Expulsion from a computer course option,
- Other penalties deemed appropriate by appropriate District personnel Section 301.2 of the Criminal Code suggests that it is an offense to gain access to, or use, or, attempt to gain access to, or use, a computer system without authorization. As well, section 387(1.1) of the Criminal Code provides that the unauthorized alteration or destruction of data or programs may be an offense. Further, when prosecuting these offenses, the Crown prosecutor has the option of proceeding by indictment or by a summary procedure. For extremely serious cases under indictment, such as instances of accessing systems which affect human life, penalties may be as high as ten years' imprisonment. Financial penalties as a result of summary convictions are becoming increasingly severe. Other provisions of Section 387 hold that the willful destruction of property, damage of property or interference with the lawful use, enjoyment or operation of property is an offense.

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**Staff Agreement to Comply**

Employee's Name: \_\_\_\_\_

I understand and will abide by the Elk Island Catholic School Division's "Acceptable Computer System Use Agreement" (Policy EGAC - Exhibit 1). I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, (1) my access privileges may be revoked and (2) District disciplinary action may be taken . I also understand that appropriate legal action may also be taken. I have read and understood and I have had the opportunity to discuss (for clarification) with my supervisor the conditions for accessing computer systems and networks of the Elk Island Catholic School Division. I recognize that my signature is binding.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: file

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Student Agreement to Comply

Student's Name: \_\_\_\_\_

I understand and will abide by the Elk Island Catholic School Division "Acceptable Computer System Use Agreement" (Policy EGAC - Exhibit 1). I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, (1) my access privileges may be revoked and (2) District disciplinary action and/or appropriate legal action may be taken.

Specifically, a teacher has discussed each of the following points with me. Violations that may lead to revocation of computer privileges include:

- Access to computer systems and networks are viewed as a privilege, not a right.
- Computer systems are to be used for educational and research purposes and/or the support of those purposes consistent with the educational objectives of Elk Island Catholic School Division.
- Elk Island Catholic School Division asks that the co-signing teacher monitor computer system use, including e-mail, to see that the systems are being used for the intended purposes. For this and other reasons, e-mail is not private.

Violations that may lead to revocation of computer privileges include:

- Playing MUDs (Multi-User Dungeons) or other network intensive games, or using IRC (Internet Recreation Centres)
- Downloading excessively large files (e.g. greater than 5 megabytes)
- Sharing password with anyone besides the co-signing teacher
- Subscribing to inappropriate news groups
- E-mail correspondence inappropriate to educational purposes
- Any activity posing potential risks to myself or others
- Harassing other users (e.g., with unwanted e-mail messages)
- Illegal activity
- Revealing my or another's home address/phone number
- Vandalism of accounts or systems including hardware

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- Using abusive, vulgar, or other inappropriate language
- Activities that would violate the school handbook policy
- Failure to report known security problems
- Any other inappropriate use or misuse of the system
- District officials will deem what is inappropriate use, and their decision is final. Network accounts are monitored, and use of the account implies agreement to such monitoring. Elk Island Catholic Schools may close an account at any time for violations.

I have been instructed in the principles of acceptable computer system and network use and etiquette, and understand the conditions for accessing computer systems and networks of the Elk Island Catholic School Division. I recognize that my signature is binding.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Parent or Guardian Authorization

(Parents/guardians of K - 12 students users must also read and sign this agreement.)

As the parent or guardian of this student, I have read and understood the Elk Island Catholic School Division's "Acceptable Computer System Use Agreement" (Policy EGAC - Exhibit 1). I have discussed the "Student Agreement to Comply" with the student. I understand that this access is designed for educational purposes. I recognize it is impossible for Elk Island Catholic School's to restrict access to inappropriate content. Therefore I hold harmless and waive responsibility to Elk Island Catholic Schools for materials acquired through, or content accessed on the network. Further, I accept full responsibility for supervision of the student if and when his/her access of Division computer resources is not in a school setting. I hereby give permission to issue access to a computer system and/or network for this student and certify that the information contained on this form is correct.

Parent or Guardian's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parental Consent is not required for **Independent Student** (as defined in the **School Act**) or for students who are 18 years of age or older.