

Administrative Procedure 805 – Appendix B

Table 1: Examples of Acceptable & Unacceptable Use

Acceptable		Incidental		Unacceptable		
Acceptable	Acceptable/Incidental	Incidental	Incidental/Unacceptable	Unacceptable	Contravenes other policies	Illegal
Looking for lesson plans on the Internet.	Viewing online streaming media with students for a curricular purpose.	Preparing a roster for your child's soccer team over the lunch hour.	Preparing a roster for your child's soccer team, tying up the computer when a co-worker needs access.	Walking away from a computer with it logged on as a teacher.	Excessive personal use of the computer or Internet.	Running a pirated version of software on a computer.
Accessing <i>Centralischool</i> resources.	Sending an email to a colleague that deals with work and the schedule for your upcoming hockey tournament.	Sending emails to coworkers with birthday or holiday wishes.	Installing a screen saver program.	Sending a group of employees a non-educational email.	Distributing racist or obscene jokes, pictures or graphics via email.	Making a libelous statement about a coworker or student in an email.
Sending a group email with minutes of a meeting attached.	Downloading and installing software with prior authorization.	Browsing a news site during the lunch hour to keep up with current events.	Sending Division wide emails with 'puppies 4 sale' type messages.	Downloading a trial version of a program and installing it without authorization.	Excessive personal use of the Internet.	Downloading, storing, distributing and selling child pornography.