

## Administrative Procedure 810

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# ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS

### Background

The development of technological skills by students should be encouraged and facilitated through the provision of access to a variety of resources.

The Division is committed to the belief that:

- Technological literacy enhances the development of the whole child.
- Equitable access to technological services for educational purposes is a high priority.
- The central purpose of providing computers is for the benefit of student learning.

The term “acceptable use” means that all users of technology agree to access resources in a manner that is consistent with adopted guidelines and protocols.

It is a reality that electronic access to information and networked services significantly increases the information available to students, including information sources that have not been screened in advance. Accordingly it is vital that students be made aware of Division guidelines and protocols on an annual basis.

This procedure is designed to balance the users’ ability to benefit fully from information technology with the need for secure and effectively allocated technological resources.

The Division reserves the right to restrict or deny access to any user who does not comply with Division guidelines and protocols. Independent access to network services is provided to users who agree to act in a considerate and responsible manner.

### Procedures

1. Student awareness of Acceptable Use Protocols.
  - 1.1 All Grade 1 to Grade 12 students are to be made aware of Acceptable Use Technology Guidelines and Protocols on an annual basis.
2. Student Terms and Conditions of Acceptable Use.

Students and parents are to be made aware that:

  - 2.1 Student access to and use of the computer network is monitored and the network is provided for students to meet school related learning only.
  - 2.2 Any breach of the Acceptable Use Guidelines and Protocols by students may, while making allowances for academic penalty result in a temporary or permanent suspension of their computer privileges.
  - 2.3 Some material accessible via the Internet may contain information that is defamatory, inaccurate, illegal, or offensive to some people.
  - 2.4 Students will be instructed with respect to the appropriate and responsible use of computer based information resources. Sources of information judged unacceptable will be blocked.
  - 2.5 Classroom standards of behaviour are expected when students are utilizing computers. Independent access to network services is provided to users who act in a considerate and responsible manner.

- 2.6 Access to computers is a privilege not a right. Loss of this privilege is a natural consequence of abuse and may restrict a student's ability to participate in some courses or course activities.
  - 2.7 The Division reserves the right to review any material stored in files and will edit, report, or remove from its computer system any material which is deemed to be unlawful, abusive, or otherwise in conflict with the views and ethical standards held by the Division.
  - 2.8 Network administrators and teachers may review files and communications of students at any time to ensure that they are utilizing the system in an acceptable manner.
  - 2.9 As it is common to use computers in core curricular areas, parents who do not want their child to have access to computers must provide the school with written notice of their wishes.
3. Student Acceptable Use Guidelines
- Students and parents are to be made aware of the following student pledge:
- 3.1 I will not allow another person to use or know my login (ID) and password.
  - 3.2 I will not intentionally seek to breach security of systems or material.
  - 3.3 I will immediately report any security breaches of which I become aware to a teacher.
  - 3.4 I will not send, intentionally receive, or look for material that is rude or offensive.
  - 3.5 I will not use language that would be considered inappropriate within the school as determined by the principal.
  - 3.6 I will follow the instructions of my teacher and only use the Internet for classroom assignments.
  - 3.7 I will not make use of any copyrighted material without the consent of the proper individuals.
  - 3.8 I will not download or install any executable files, music, or games.
  - 3.9 I will not place unjustifiable demands on the Community Net's infrastructure or school network, server or computers, such as online games or streaming media.
  - 3.10 I will not download any material without the permission of the supervising teacher.
  - 3.11 I will not upload any material not specifically approved by the supervising teacher.
  - 3.12 I will not use any part of the Saskatchewan Rivers' computer system for personal financial gain.
  - 3.13 I will not attempt to change or modify in any way the setup of any computer in my school.
  - 3.14 I will not make use of web-based email or chat on the school computers, except for educational purposes with the permission and supervision of a teacher.
  - 3.15 I will ensure that all of my removable media will be scanned by school personnel for viruses and content before being used at my school.
  - 3.16 I will follow any additional rules of my school regarding computer usage, printing, Internet access, and food and drink.
4. All Division terms and conditions of usage apply to student use of the Community Net where it is operational in a school.

Reference: Section 85, 87, 109, 175, The Education Act, 1995, 1995  
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