

Administrative Procedure 140

ACCEPTABLE TECHNOLOGY USE

Background

The use of computers provides staff and students an opportunity to engage in relevant, challenging, life-based learning opportunities. As such, all students and staff shall have the opportunity, within available resources, to access computers to develop computer literacy skills and skills in the use of computer networks. The Division Network and the Internet are primarily used to enhance and assist students in their learning needs. To facilitate access, the Division will maintain an effective computer network. Computers will be used to complement and enhance the Alberta Education Program of Studies and to facilitate the integration of subject areas where appropriate.

The Division has the right to supervise, monitor and control in any way it considers advisable all aspects of the use of the system including, without limiting its rights, the removal of usage privileges, the removal and destruction of any material, the discipline of any user including possible termination of employment for employees or expulsion of students and the reporting of any suspected criminal offence to the proper authorities and the assistance in any prosecution of same. The exercise of any right on the part of the Division shall be at its sole discretion.

Procedures

1. Interpretation, application and modification of these administrative procedures is within the sole discretion of the Division. Any questions or issues regarding these procedures are to be directed to the Superintendent or designate.
2. Division Network (Ircsd-connect)
 - 2.1 The use of Division's Network (Ircsd-connect) is to promote the exchange of information in order to further education and research that is consistent with the mission of the Division.
 - 2.2 The Ircsd-connect and the material created or stored therein, if authorized by these administrative procedures, is the property of the Division. Any material created or stored on the system in contravention of this administrative procedure shall be the sole responsibility of and property of its creator but the Division shall have the rights set out in this Administrative Procedure respecting control over and removal of any material not consistent with this Procedure.
 - 2.3 Each person requesting use of the system must complete an authorization form.
 - 2.3.1 In the case of students requesting use of the system an Access Release and Authorization Form-Students (Appendix A) must be completed and filed with the Principal.
 - 2.3.2 In the case of students under the age of eighteen (18) years the Parent Permission form (Appendix A) must also be completed and filed.

- 2.3.3 Employees must complete and file the Access Release and Authorization Form-Staff (Appendix B).
 - 2.4 Users are to make the most efficient use of network resources to minimize interference with others.
 - 2.5 Any use of the Ircsd-connect that accesses outside resources must conform to the Division's administrative procedures.
 - 2.6 Subscriptions to collaboration tools, social media tools, and cloud storage or hosted service outside the Ircsd-connect must be pre-approved by the Principal and Network Administrator.
 - 2.7 Principals shall be responsible for authorizing the electronic access each staff member requires.
 - 2.8 Prohibitions
 - 2.8.1 The Ircsd-connect is not for private or commercial business use or political purposes.
 - 2.8.2 Any use of the Ircsd-connect for illegal activity.
 - 2.8.3 Use of the Ircsd-connect to access obscene or pornographic material.
 - 2.8.4 Sending material likely to be offensive or objectionable to recipients.
 - 2.8.5 Using programs that harass Ircsd-connect users, or infiltrate a computing system, and/or damage the software components.
3. Security
- 3.1 Users will respect the rights and property of others and will not improperly access, misappropriate, or misuse the files, data or information of others.
 - 3.2 Access to all computer-based information both on wide area and local area networks shall be controlled by the most secure subsystem available on the network. Each secure subsystem and system shall have a designated system administrator.
 - 3.3 Users will keep all accounts and passwords confidential and not accessible by others.
 - 3.4 Users will change passwords regularly, using combinations of letters and numbers, avoiding standard, English words and names.
 - 3.5 Users are responsible for making back-up copies of the documents critical to themselves. Tape backups shall be stored in a secure and appropriate location.
4. Software
- 4.1 Users are responsible for taking precautions to prevent viruses on their own equipment and that of the Division.
 - 4.2 The illegal installation of copyrighted software or files for use on Division computers is prohibited.
 - 4.3 Staff members require approval from the Principal to install any software on Division computers. The Principal will discuss the software installation requirements with the Network Administrator to determine the appropriate action.

- 4.4 Copyrighted Software
 - 4.4.1 Users of software shall abide by the software licensing agreement provided by the software publisher.
 - 4.4.2 Without notice, any equipment of the Division's property may be audited for compliance.
 - 4.4.3 Software piracy, the illegal use or possession of copyrighted software, is strictly prohibited.
- 4.5 Site Licensed Software
 - 4.5.1 Site licensed software is that which can be used on any equipment at the site for which the software was purchased. This software can be copied legally by anyone to any equipment at the site belonging to the licensee.
 - 4.5.2 Unless permitted by the license, it shall not be copied to equipment not owned by the licensee.
 - 4.5.3 Before equipment is moved from one site to another, any site licensed software shall be removed.
- 4.6 Network Use Licensed Software
 - 4.6.1 Network use licensed software is purchased for use by a limited number of concurrent users. This software is launched from a server, and concurrent use is regulated by the server software. Unless permitted by the license, this software shall not be copied from the server to individual hard drives or storage devices.
- 4.7 Concurrent Use Licensed Software
 - 4.7.1 Concurrent use licensed software has the same restrictions as network use licensed software but can be copied to workstations.
- 4.8 Single License Software
 - 4.8.1 A school can own single license software within the Division. Such software shall not be copied to multiple machines or media in violation of the license agreement.
 - 4.8.2 Single license owned by individuals in the Division may be brought into the Division under the following conditions:
 - 4.8.2.1 The user can prove ownership.
 - 4.8.2.2 The user adheres to the licensing agreement for that software.
 - 4.8.2.3 The user has registered the software with the software company.
 - 4.8.2.4 The user has registered the software with the Director of Technology, or designate, and has received permission to use the software.
- 5. Electronic Mail (E-Mail)
 - 5.1 Division e-mail is provided for the purpose of exchanging information consistent with the Division mission and in accordance with these administrative procedures.

- 5.2 Division Google for Workspace e-mail cannot be used for private or commercial offerings of products, or services for sale, or to solicit products or services.
- 5.3 Division e-mail cannot be used for political purposes.
- 5.4 Division e-mail messages are subject to Division review at any time.
- 5.5 Division e-mail is not to be used to broadcast messages outside/beyond the Division's Wide Area Network.
- 5.6 Mail is to be deleted regularly from Division e-mail server directories to conserve file space.

6. Property Rights

- 6.1 The Division has the right to specify who uses its equipment, and the information contained therein; under what circumstances, and to what purpose.
- 6.2 Equipment purchased by the Division belongs only to the Division. Employees, volunteers, or students in the Division, do not have ownership rights to any equipment loaned to them by the Division.

7. Data Security

- 7.1 The Division assumes no responsibility or liability if documents stored on Division equipment are lost or damaged, nor will the Division be responsible for security violations or breaches of licensing agreements or copyright beyond the proper punishment of those persons involved in such violations.

8. False Entry/Alteration

- 8.1 No user of the system shall make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of any school within the Division.
- 8.2 No student shall open or alter official school documents or private documents, either paper or electronic.

9. Enforcement

- 9.1 The Division shall rigorously uphold laws pertaining to the use of technological equipment and the information contained therein or generated by its use. Anyone found to be violating such laws shall be subject to suit for civil damages, and prosecution by the Division to the full extent of the law.
- 9.2 Violations of the Division's administrative procedures may also result in:
 - 9.2.1 Restricted network access.
 - 9.2.2 Loss of network access.
 - 9.2.3 Disciplinary action.
- 9.3 Any violations will be subject to internal investigation and corrective action. If necessary, violations will be reported to the appropriate police authority.

Reference: Section 31, 32, 33, 52, 53, 196, 197, 222 Education Act
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
ATA Code of Professional Conduct

Administrative Procedure 140 – Appendix A

ACCESS RELEASE AND AUTHORIZATION FORM - STUDENTS

As a condition of using the lrcsd-connect, I understand the use of the lrcsd-connect, and access to public networks (ie. the Internet) is a privilege, and agree to the following:

1. I will abide by such regulations as adopted by the Lakeland R.C.S.S.D., including the lrcsd-connect, including the lrcsd-connect Acceptable Use Policy, and the Division's Computer Security Policy (attached).
2. The Lakeland R.C.S.S.D. has the right to review any material stored on any system provided by the Division, and to edit or remove any material. I hereby waive any right which I may otherwise have in and to such material.
3. All information and services available on the Internet and the lrcsd-connect are placed there for informational purposes. I use lrcsd-connect at my own risk.
4. The Lakeland R.C.S.S.D. does not warrant the function of the lrcsd-connect, or any services accessible through the lrcsd-connect, to meet any specific requirements I may have, or that lrcsd-connect will be error free or uninterrupted. Lakeland R.C.S.S.D. staff are not liable for any damages incurred in connection with use, operation, or inability to use the lrcsd-connect.
5. In consideration for using the lrcsd-connect, and having access to public networks, I hereby release the Lakeland R.C.S.S.D., its officers, employees, and agents from any claims and damages arising from my use, or inability to use the lrcsd-connect.
6. I have read and agree to comply with the Acceptable Use Policy. I also understand that any violation of the regulations is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.

User Name:

(please print)

School:

User signature:

Date:

(month/day/year)

(If you are under the age of 18, a parent/guardian must also read and sign this agreement.)

PARENT/GUARDIAN:

As the parent/guardian of this student, I have read the Acceptable Use Policy and Access Release and Authorization Form. I understand that this access is designed for educational purposes, and recognize that it is impossible for the Division to restrict access to all controversial materials. I will not hold the Lakeland R.C.S.S.D. responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not a school setting. I hereby give permission for my child to access the Internet (and to be issued a personal network account and password, where applicable) and certify that the information on this form is correct.

Parent or Guardian's Name

(please print):

Signature:

Date:

(month/day/year)

Administrative Procedure 140 – Appendix B

ACCESS RELEASE AND AUTHORIZATION FORM - STAFF

As a condition of using the Ircsd-connect, I understand that the use of the Ircsd-connect, and access to public networks (ie. The Internet) is a privilege, and agree to the following:

1. I will abide by such regulations as adopted by the Lakeland R.C.S.S.D., including the Ircsd-connect Acceptable use Policy, and the Division's Computer Security Policy (attached).
2. The Lakeland R.C.S.S.D. has the right to review any material stored on any system provided by the Division, and to edit or remove any material. I hereby waive any right which I may otherwise have to such material.
3. All information and services available on the Internet and the Ircsd-connect, are placed there for informational purposes. I use the Ircsd-connect at my own risk.
4. The Lakeland R.C.S.S.D. does not warrant the function of the Ircsd-connect, or any services accessible through the Ircsd-connect, to meet any specific requirements I may have, or that the Ircsd-connect will be error free or uninterrupted. Lakeland R.C.S.S.D. Staff are not liable for any damages incurred in connection with the use, operation, or inability to use the Ircsd-connect.
5. In consideration for using the Ircsd-connect, and having access to public networks, I hereby release the Lakeland R.C.S.S.D. Division and its officers, employees, and agents from any claims and damages arising from my use, or inability to use the Ircsd-connect.
6. I have read and agree to comply with the Acceptable Use Policy. I also understand that any violation of the regulations is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.

User Name: (please
print)

School:

User signature:

Date:

(month/day/year)

Return completed form to your site's administration.