ACCEPTABLE USE OF TECHNOLOGY

Background

The Division recognizes the appropriate use of electronic information services and network services by students and staff as a way to supplement instruction and support learning experiences. All devices accessing Northwest School Division provided technology services are subject to the following procedures.

Procedures

1. Guiding Principles

1.1 Persons using electronic information systems in the school setting shall comply with the Ministry of Education's Information Security and Acceptable Use Policy.

1.2 All individuals using Division technology must adhere to all Board Policies and applicable legislation.

1.3 All use of the Internet, networks, and computer technology must be in support of educational and administrative purposes, curriculum, the educational community, projects between schools and the local community.

1.4 Everyone who uses a school computer or school computer network is responsible for appropriate use of materials and equipment.

1.5 All activity on the Division network will be subject to logging and analytics. The Northwest School Division reserves the right to log and monitor system usage, to review any material stored on its computer systems and to edit, report, or remove any material which is deemed to be unlawful, abusive, or otherwise in conflict with the views and ethical standards held by the Board. The Northwest School Division reserves the right to remove a user account on the network to prevent further unauthorized activity as specified in this document. The Division reserves the right to employ any tool or activity necessary for monitoring, auditing and, where necessary, controlling end-users' access to the system.

1.6 User work may be subject to loss and the user must take appropriate steps to ensure necessary back-up precautions are taken.

1.7 Staff will provide instruction to students about acceptable use of electronic information services.

1.8 Although not totally effective, the Division reserves the right to use manual or technical means to regulate access and information provided by electronic information systems to reduce the chance that persons may encounter inappropriate sites. The Division infrastructure provides access to outside

networks. Users may encounter offensive or objectionable material. The Division does not assume responsibility for the content of any of these outside networks. Users are forbidden to bypass any internet content filtering solution deployed by the Northwest School Division. Users shall not access, modify or delete any network setting or policy.

2. Specific Conditions

2.1 Administrative Procedure Form 140-2 Computer Network Acceptable Use Agreement for Students will be completed annually by students.

2.2 Administrative Procedure Form 140-1 Computer Network Acceptable Use Agreement for Employees will be completed upon hire by employees.

2.3 Each user will receive a network account with a user name and private password. All efforts should be made to ensure that passwords are safe, secure and of adequate strength.

2.4 Protect your workstation. Never leave your work area without logging off or locking your workstation

2.5 Users are not to download, install, modify or delete any software applications without authorization from the Northwest School Division information technology department.

2.6 Using the Northwest School Division infrastructure to access games or multimedia services for non-educational purposes or peer-to-peer programs is an unacceptable use of a valuable resource and is not permitted.

2.7 Users are not permitted to connect, modify or remove any network resource without authorization from the Northwest School Division information technology department.

2.8 Protect your programs and information from viruses.

2.8.1 Users shall not introduce a virus of any type to any Northwest School Division computer systems. All users are responsible for the protection of computer systems from computer viruses. Individual users must use extreme caution when accessing any external data, diskette, files or programs intended to be stored on Northwest School Division computers.

2.8.2 All foreign disks, drives and software should be scanned for viruses prior to being used on any machine that is, or will be, connected to the network.

2.9 Vandalizing, damaging or disabling a computer, a computer system, or a computer network is not acceptable. The user shall be responsible for damages to the school's or service provider's equipment, systems and software resulting from deliberate or willful acts.

2.10 Immediately report to the information technology department all security-related incidents, including Violations of Security or Acceptable Use Policy (all suspicious activity should be reported), security flaws or weaknesses that you discover while accessing Division systems, and computer virus infections or malware.

2.11 Information regarding remote access to Northwest School Division computer systems must be held confidential. Remote access instructions, dialup phone numbers and other similar information, must NOT be posted on electronic bulletin boards, listed in telephone directories, or otherwise revealed to unauthorized parties.

2.12 In regard to student use the following shall apply:

2.12.1 The student is responsible for informing the teacher of accidental access to an inappropriate site, violations of security or Acceptable Use Policy (all suspicious activity should be reported), security flaws or weaknesses that you discover while accessing systems, and, computer virus infections or malware.

2.12.2 Information is not to be downloaded without permission from the teacher.

2.12.3 Students will not use e-mail unless they receive permission from the teacher.

2.12.4 Students are not to provide personal information, nor are they to meet someone they have contacted on the internet.

2.12.5 The use of internet-based resources is at the discretion of the teacher.

2.12.6 Disciplinary action related to student access to electronic information resources, damage to computers or networks, and misuse of networks or systems will be determined in accordance with Administrative Procedure 350 – Student Conduct and Administrative Procedure 355 – Discipline.

Reference: Sections 85, 87 Education Act
The School Division Administration Regulations 45, 49

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