

ADMINISTRATIVE PROCEDURE NO. 111**INTERNET/E-MAIL ACCEPTABLE USE****Background**

The purpose of the Internet/E-mail is to facilitate communications in support of research and education by providing access to a variety of electronic resources and an opportunity for collaborative work. The Internet/E-mail will allow students to interact with hundreds and thousands of networks and computers for educational purposes.

Procedures

1. All staff shall complete the Acceptable Use Agreement. This agreement will be returned and kept on their permanent personnel file.
2. Principals shall ensure that volunteers who have access to the Internet/E-mail system complete an Acceptable Use Agreement each year. This shall be kept on file at the school.
3. Principals shall have students complete the Student Acceptable Use Agreement upon registration in grades 1, 6, and 10, prior to allowing access to the system Internet/E-mail network. A parent/guardian of students under the age of 18 must also sign the agreement. This agreement shall be kept on file at the school.
4. Personal disks may only be used on the network computers with the prior approval of the teacher in charge.
5. Staff in charge of student users will ensure, as much as is practicable, that students are (1) closely supervised while they are on the Internet; and (2) continually educated in the responsible use of the Internet.
6. Violation of the Division's Acceptable Use Policy may result in:
 - restricted network access;
 - loss of network access;
 - disciplinary action;
 - legal action.

ADMINISTRATIVE PROCEDURE NO. 111

APPENDIX A

INTERNET/EMAIL ACCEPTABLE USE

Students will be provided with access to the Internet and email using the Division's wide area network. Within our schools and libraries, the Internet and email will be used by students for educational purposes.

Conditions and Rules for Use

It is a general policy that all computers used through the Division's network are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and guidelines for the use of the network as described below will result in the revocation of access privileges.

Unacceptable uses of the network include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other laws.
- Using the network in ways which violate school policies and behaviour standards.
- Using the network for financial or commercial gain.
- Degrading or disrupting equipment or system performance.
- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Wasting technology resources, including band width, file space and printers.
- Gaining unauthorized access to resources or entities.
- Using an account owned by another user with or without their permission.
- Posting personal communications without the author's consent.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Be polite in your communications to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not engage in activities prohibited under municipal, provincial, federal or international law.
- Do not reveal your personal address or phone numbers, or that of students or colleagues.
- Do not use the network in such a way that you disrupt the use of the network by others.

Electronic mail (email) is not private. People who operate the system do have access to all mail. Messages relating to, or in support of, illegal activities will be reported to the authorities and will result in the loss of user privileges.

All communications and information accessible via the Internet and email should be assumed to be the private property of those who put it on the network.

Unacceptable Material

The Internet and email provides connections to other computer systems located all over the world. Students and parents must understand that neither Red Deer Catholic Regional Schools, nor any staff member controls the content of the information available on these other systems. Some sites accessible via the Internet and email may contain material that is inappropriate for

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educational use in a Pre-Kindergarten to Grade 12 setting. The Division does not condone the use of such materials and does not permit usage of such materials in the school environment.

Penalties for Improper Use

Violation of the Division's acceptable use policy may result in:

- restricted network access;
- loss of network access;
- disciplinary action, and/or;
- legal action.

Student

I understand that when I am using the Internet and email, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by international, federal, provincial or municipal law and the policies and regulations of the Red Deer Catholic Regional Schools.

Please indicate if you have read this agreement: Yes No

Student Name: _____

Parent or Guardian

Students under the age of 18 must also have the signature of a parent or guardian who has read this agreement.

As the parent or guardian of this student, I have read the student acceptable use policy and understand that Internet and email access is designed for educational purposes. I understand that it is impossible for the Red Deer Catholic Regional Schools to restrict access to all unacceptable materials and I will not hold the Division responsible for materials acquired on the Internet and email. I hereby give my permission for my child to access the Internet and email.

Please indicate if you have read this agreement: Yes No

Parent/Guardian Name: _____