



## **COMPUTER AND INTERNET ACCEPTABLE USE POLICY (AUP)**

The Board of School Trustees believes that the use of computers for Internet access promotes educational excellence by facilitating resource sharing, innovation and communication. . The Internet, including electronic mail (e-mail), can provide students and staff with access to information in a timely, effective and efficient manner. Staff and students are encouraged to make proper use of school district equipment and Internet access for educational purposes that meet the goals and objectives of the School District and the Ministry of Education. The following guidelines form the Conditions of Use for School District staff and students.

### **REGULATION**

The School District's network of computers, software, servers, and access to the Internet (referred to as the "network") are intended for educational purposes and for conducting District business be it administrative, educational or research. Use of the network for commercial, criminal, obscene or illegal purposes is prohibited. Other prohibitions and restrictions also apply, as outlined in this document.

Access to the network and Internet browsing is made available only so long as the user complies with the School District's Acceptable Use Policy, and regulations that may be made by the responsible administrator from time to time. The School District reserves the right to restrict the scope of access to individual

users or classes of users. Any user identified as a security risk or having a history of problems with other computer networks may be denied access to the network. Inappropriate or prohibited use may lead to suspension or termination of user privileges at the discretion of the School District, and possible other consequences including disciplinary action. Use of these resources indicates you agree to comply with the terms and conditions of use established by the School District and outlined in this Policy.

The School District makes no guarantees about the service it is providing through the network and the School District will not be responsible for any damages that may be incurred. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions, or misleading information. *By signing the registration form, you agree to abide by the terms and conditions of use of this network, as outlined by this document. Students also require the signature of a parent or sponsor teacher.*

### **GUIDELINES FOR ACCEPTABLE USE**

Users must regard the network as a shared resource, conducting themselves in a responsible, ethical, and polite manner while using the network. What follows is a list of guidelines for acceptable use of the network. Violation of these guidelines may lead to suspension or termination of privileges.

**Internet and Email Use:**

1. When interacting on the Internet, users are expected to behave as they would in any other environment where they represent a school or their employer. Your electronic communication must reflect an appropriate level of professionalism. Electronic messages that do not meet this standard, in language or tone, will be subject to sanctions.
2. Users may experiment with software provided that copyright is respected. The user assumes all risks regarding the program's effect on the computer system and for compliance with copyright laws.
3. Users must limit personal use between 8:30 am and 3:30 pm.

**System Security:**

1. Authorized users are prohibited from sharing their passwords or permitting others to use their access, or account, and must log off after use to ensure that others cannot use their access or account. Account holders are responsible for all activity within their account. Your password is provided free of charge but remains the property of the School District.
2. Users must follow reasonable virus protection procedures. Conduct that deliberately or recklessly exposes the Network to computer virus infection is prohibited.
3. Whenever possible users must use School District provided e-mail accounts.
4. Students are prohibited from using email services other than those provided by the District.

5. Vandalism will result in cancellation of network privileges. Vandalism is defined as any malicious attempt to harm or destroy data on any part of the network.

**Privacy and Confidentiality:**

Use of the Network including Internet access, is neither private nor confidential and may be tracked. Use of the Network including the Internet, by any individual, may be monitored or reviewed by the School District network administrator(s) without prior notice. The network administrator(s) may remove locally posted messages that are unacceptable and/or in violation of the Computer and Internet - Usage and Access Policy. In the case of misuse or suspicion of misuse of the network or services, the School District reserves the right to access any files on the network. The network administrator(s) will not intentionally inspect the contents of users' e-mail, or disclose the contents to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient, unless required to do so by law or the policies of the School District, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. The network administrator(s) has the right to set quotas for disk/computer usage and download/time limits on the Network. Users are prohibited from revealing or distributing personal information of other users, including passwords.

## **SANCTIONS**

Users who fail to comply with the District Acceptable Use Policy will face sanctions up to and including termination of employment. Other sanctions include suspension or termination of account privileges.

## **INAPPROPRIATE USES OF THE NETWORK**

1. You may not use the network to:
  - transmit any materials in violation of Canadian laws;
  - duplicate, store, or transmit pornographic materials;
  - transmit or post threatening, abusive, or obscene material;
  - duplicate, store, or transmit copyrighted material that violates copyright law;
  - conduct commercial activities.
2. You may not violate, or attempt to violate, the security of the network computers, data, or network. This includes
  - any attempts to access unauthorized data on the Network.
  - any attempts to vandalize accounts or networks will result in termination of the account. (Vandalism is defined as any malicious attempt to harm or destroy data on the network.)
  - the opening of attachments from senders that are not known to the recipient.
  - Use of another individual's account or password. (Except as needed for technical reasons.)
3. When interacting on the Internet, DO NOT:
  - use abusive, vulgar, profane, obscene or other inappropriate language;
  - criticize the spelling, writing or keyboarding of others;
  - repost personal e-mail that you receive to public forums (e.g., listservs, newsgroups) without the permission of the author.
4. The network is a shared resource and should be used so that your use does not disrupt the service to others. DO NOT use the network:
  - for product and/or service advertisement or political lobbying;
  - for listening to Internet radio stations or video services, during work hours, unless for educational use;
  - to create a file server without express permission.
  - to send chain letters;
  - to engage in 'flaming', angry, aggressive or otherwise unprofessional messages in electronic format.
  - to play network intensive games;
  - to download excessively large files, except in low use hours;
  - to harass other users with unwanted messages.

**This Acceptable Use Policy is applicable to all persons accessing the School District's Network.  
PLEASE RETAIN A COPY OF THIS DOCUMENT FOR YOUR PERSONAL REFERENCE**



**SCHOOL DISTRICT #92 (NISGA'A)**  
**Access to Computer Network**  
**REGISTRATION FORM (SMALL PRINT VERSION)**

Individuals who would like to have electronic access to information using School District Systems must complete this form and return it to the sponsoring teacher or the school/site technology contact person.

**NOTE: INCOMPLETE FORMS CANNOT BE PROCESSED. PLEASE PRINT**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

School/Site Name: \_\_\_\_\_

**I have read the District's Acceptable Use Policy and agree to abide by the rules therein.**

\_\_\_\_\_  
 Applicant's Signature

This application is from

- \_\_\_\_\_ Student\* (see section below)
- \_\_\_\_\_ Teacher
- \_\_\_\_\_ Administrator
- \_\_\_\_\_ Support Staff
- \_\_\_\_\_ Community Access Participant 19 yrs or older

**\*Student applications must contain all information requested in this section of the form.**

**Parental Consent and Signature**

I have read the District's Acceptable Use Policy (AUP) and the information on the back of this form. I am aware that although the District has taken reasonable steps to ensure that access to Internet content is supervised or monitored, my child may be exposed to inappropriate material on the Internet due to daily use of the District's system. I am also aware that my child may face disciplinary action similar to that defined in the AUP if caught intentionally accessing information in ways that violate the AUP.

*I give permission for my child to receive access and certify that the information contained in this application form is correct.*

\_\_\_\_\_  
 Please print name and relationship to student

\_\_\_\_\_  
 Parent/Guardian

**OR:**

**Consent and Signature of Sponsoring Educator**

I give permission for the above-named student to receive access to the network:  
 Signature of Sponsoring Educator

\_\_\_\_\_  
 Educator

\_\_\_\_\_  
 Please print name and position

**DO NOT WRITE IN THIS SECTION  
 FOR SCHOOL/SITE INFORMATION SYSTEMS ADMIN. USE ONLY**

Individual's Assigned E-Mail Address: \_\_\_\_\_

Date Access Established: \_\_\_\_\_

Password: \_\_\_\_\_