



## **ADMINISTRATIVE PROCEDURES MEMORANDUM**

**#: APS017**

### **Acceptable Use of Computer Technology and Internet**

**DATE OF ISSUE:** September 2, 2003=  
*Revised:* June 1, 2007

**MEMO TO:** All Staff

**FROM:** Director of Education

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#### **PURPOSE:**

The intent of the Administrative Procedures Memo is to provide directions to students and staff respecting the acceptable use of electronic media, computer technology, and the Internet.

All use must be for an educational purpose, which includes Board business purposes that support education. The Board's electronic communication system is not to be used for commercial purposes or for political lobbying. Use by individuals, who are not students, staff, or trustees, or by representative of other organizations without the express written consent of the Director of Education, is prohibited.

#### **REFERENCES:**

1. Sharing Our Journey
2. Municipal Freedom of Information and Protection of Privacy Act

#### **COMMENTS AND GUIDELINES:**

The Board's Wide Area Network and Internet access may be used for educational and Board business purposes. Prior to accessing the Internet, students, trustees and all staff of the Board must have read this policy, or Appendix A the Abbreviated Version of the policy, and sign an Informed Consent Form (Appendices B, C, D and E attached). Teachers, who plan to have their students access the Internet, will instruct their students in its use. Only students, staff or trustees who have signed the Informed Consent Form may access the Board's computer technology, Wide Area Network (WAN) and the Internet. Supervisors of Board office, school office and custodial staff are to ensure that all authorized computer technology users are familiar with this policy.

All users must fully respect intellectual property rights, including copyright, privacy rights, human rights, including the right of freedom from harassment, defamation and criminal laws. In addition, users must fully

respect Family Life Policies, the Safety of All guidelines, as well as all other pertinent legislation, regulations, policies and guidelines in force.

1. The Waterloo Catholic District School Board is committed to providing all users with access to the Internet and believes that it will enhance students' and staff opportunities for developing life long skills as independent learners, creative thinkers, enthusiastic problem solvers and effective communicators.
2. The Board acknowledges that it will be necessary to teach students the critical thinking skills necessary to make moral as well as intellectual decisions about the information they encounter on the Internet.
3. The Board accepts its responsibility to define "acceptable use" of its electronic communications system, including the Internet, and to implement these guidelines, which contain expectations and responsibilities for all users who access the system, and thereby commit to abiding by this policy.

## PROCEDURES

1. Students and staff shall be responsible for appropriate behaviour on Board networks just as they are in a classroom, a school hallway or workplace. In order to ensure proper use, users shall:
  - a. Student use computer technology and the Internet in schools will occur under teacher supervision;
  - b. Students shall obtain permission from the teacher before using the Internet;
  - c. Observe standards of common courtesy and respectful behaviour consistent with the practices and policies of the Board and the school when sending or publishing messages or other information on the Internet;
  - d. Acknowledge sources of information and documents by using appropriate citation methods;
  - e. Obey the Copyright laws;
  - f. Back out of any site, which is transmitting any information, sound, graphic or other material that is unacceptable, and immediately report any such accidental visit to the teacher.
  - g. Observe Internet etiquette.
2. The Board shall support access by students to a wider range of information resources and the development by staff of appropriate skills to evaluate and integrate such resources in the school's curriculum. The Board shall:
  - a. Provide Internet access under the supervision of teachers in schools;
  - b. Provide user ID's to students;
  - c. Monitor accounts, when necessary, on the Board's network;
  - d. Provide resources to help staff guide students on appropriate use. These resources are available through the Technology Literacy Consultant.
3. The school shall facilitate access and ensure appropriate use of the Internet and shall:
  - a. Ensure that computer technology and the Internet is used in schools under the supervision of a teacher;
  - b. Ensure that all students, parents, teachers and persons working with students are aware of students' responsibilities;
  - c. Collect and maintain the properly completed Informed Consent Form prior to use;
  - d. Monitor students for appropriate use and behaviour as defined in this document;

- e. Deal with student infractions of the Policy in a manner consistent with the school code of behaviour;
- f. Instruct users in the mechanical and ethical use of the Internet;
- g. Ensure that any information posted to the Internet is consistent with the current Municipal Freedom of Information and Protection of Privacy Act.

#### 4. Acceptable Use–Terms and Conditions

##### a. Educational Purpose

The use of the Internet shall be in support of educational endeavours and be consistent with the curricular objectives of the Board and the school. Users of other organizations' networks or computing resources shall comply with the rules appropriate for that network. Transmission (receiving or sending) of any material in violation of any Canadian or Ontario law is prohibited. This includes, but is not limited to: copyrighted material; threatening, offensive or obscene material; material suggesting pornography, racism or sexism; use for commercial activities by "for-profit" institutions; the downloading of \*.EXE's, MP3, MOV and AVI's, etc., use of product advertisement or political lobbying; and the use of the Board's WAN and computer technology for illegal activities.

##### b. Informed Consent Form

All Board students, trustees, and staff may use the Internet under the terms defined in this policy and upon completion of the Informed Consent Form. Completed student forms are to be returned to the appropriate teacher and retained by the school. If the student is less than 18 years of age, a parent or legal guardian must also sign the student's form. Human Resource Services will retain completed staff forms. The Director of Education shall retain copies of trustee forms.

##### c. Privileges

**The use of the Board's computer technology and the Internet is a privilege and breach of any terms and conditions may result in a cancellation of those privileges and further disciplinary action.**

Violations of the policy will be handled in accordance with relevant Board policies and procedures and collective agreements and terms of employment respecting staff.

The Board shall deem what is appropriate use based on the guidelines outlined in the Policy and its decision shall be final. The Board may close user accounts at any time, as it deems necessary. The administration and staff may request the system administrator to deny or suspend user accounts.

In particular, this policy includes restrictions on accessing inappropriate materials. Some examples are materials that include profane or obscene (pornography) subject matter, rude language, promotes hate and racism or illegal activities. What is deemed to be inappropriate remains within the sole discretion of the Board. Inadvertent access must be disclosed immediately to the appropriate teacher or supervisor.

##### d. Internet Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Politeness. No abusive messages are to be written, displayed or sent to others;
- Use of appropriate language. Swearing, using vulgarities or any other inappropriate language is unacceptable;

- Privacy. Students shall not give out their name or any information that identifies who they are or where they live. Students shall not give out their name or location of their school without permission. Students shall never agree to meet with someone they have “met” and communicated with on the Internet without first obtaining parent/teacher approval.
- Respect for others. Use of the network must not be conducted in a disruptive and/or selfish way (downloading huge files during prime time, sending mass e-mail messages, annoying other users).
- Recognition. All communications and information accessible via the network must be assumed to be private property and therefore subject to copyright restrictions.

N.B.: It should be noted that electronic mail (e-mail) is not guaranteed to be private. The Information Technology Services staff that operates the system does have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate legal authorities.

e. Reliability.

The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board shall not be responsible for any damages suffered by a user. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user’s errors or omissions. Use of any information obtained via the Internet is at the users’ risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through its services.

f. Security.

Security on any computer system is a high priority, especially when the system involves many users. A user who feels that he/she can identify a security problem on the Internet must notify a system administrator. The following actions are not allowed:

- Sharing with or demonstrating to others a security problem;
- Using another individual’s account
- Giving one’s login or password to any other individual

Attempts to log on the system as any other user and/or as a system administrator shall result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

g. Non Board Owned Equipment

In order to secure, maintain and protect the availability of the board computers, networks and data, only board owned equipment will be allowed to connect to the network, with the exception of outside agencies that partner with WCDSB or service providers to WCDSB.

h. Vandalism

Vandalism shall result in disciplinary action. Vandalism is defined as any malicious attempt to manipulate, harm or destroy data or equipment of another user, or any of the networks that are connected to the Internet. This includes, but is not limited to, the deliberate infection of school computers with viruses. Users should avoid the inadvertent spread of computer viruses.

i. Personal Safety



In the interest of personal safety, users are to promptly disclose any message that they receive that is inappropriate or that make them feel uncomfortable to their immediate supervisor and the Information Technology Services Help Desk.

j. Plagiarism

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the writings or ideas of others and presenting them as if they were original to the user.

**Student and Staff Informed Consent Form (Appendices B, C, D and E):**

A copy of the attached Informed Consent Form must be signed by every user of a networked computer belonging to the Board, prior to the user being given a login and password.

Student Informed Consent Forms must be completed when:

1. A student is a new enrolment into the school. This also includes when a student transfers from another school within the Board.
2. When a student is promoted to grade 4 or grade 9.

The Informed Consent Form must be kept on file at the student user's school. Students in primary grades may be exempted from signing the Informed Consent Form, at the discretion of the school principal.

Staff Informed Consent Forms must be completed when a staff member is hired by the Board. Human Resource Services will retain staff forms. The Director of Education shall retain trustee forms.

When a user is under the age of 18, a parent or legal guardian must also sign the Informed Consent Form.

**#: APS 017 – Appendix A**  
**Acceptable Use of Computer Technology and Internet - Abbreviated Version**

The Board's Wide Area Network and Internet access may be used for educational and Board business purposes. Prior to accessing the Internet, students, staff and trustees must have read this policy and sign an Informed Consent Form.

Teachers, who plan to have their students access the Internet, will instruct their students in its use.

All users must fully respect intellectual property rights, including copyright, privacy rights, human rights, including the right of freedom from harassment, defamation and criminal laws. In addition, users must fully respect Family Life Policies, the Safety of All guidelines, as well as all other pertinent legislation, regulations, policies and guidelines in force.

1. The Waterloo Catholic District School Board is committed to providing all users with access to the Internet and believes that it will enhance users' opportunities for developing life long skills as independent learners, creative thinkers, enthusiastic problem solvers and effective communicators.
2. The Board acknowledges that it will be necessary to teach students the critical thinking skills necessary to make moral as well as intellectual decisions about the information they encounter on the Internet.
3. The Board accepts its responsibility to define "acceptable use" of its electronic communications system, including the Internet, and to implement these guidelines, which contain expectations and responsibilities for all users who access the system, and thereby commit to abiding by this policy.

The use of Internet is a privilege and breach of any terms and conditions may result in a cancellation of those privileges and further disciplinary action.

## **PROCEDURES**

Students and staff shall be responsible for appropriate behaviour on Board networks just as they are in a classroom, a school hallway or workplace. In order to ensure proper use, users shall:

- a. Use computer technology and the Internet under teacher supervision;
- b. Students shall obtain permission from the teacher before using the Internet;
- c. Observe standards of common courtesy and respectful behaviour consistent with the practices and policies of the Board and the school when sending or publishing messages or other information on the Internet;
- d. Acknowledge sources of information and documents by using appropriate citation methods;
- e. Obey the Copyright laws
- e. Back out of any site, which is transmitting any information, sound, graphic or other material that is unacceptable, and immediately report any such accidental visit to the teacher or supervisor.
- f. Observe Internet etiquette.

## Acceptable Use–Terms and Conditions

a. Educational Purpose

The use of the Internet shall be in support of educational endeavours and be consistent with the curricular objectives of the Board and the school. Users of other organizations' networks or computing resources shall comply with the rules appropriate for that network. Transmission (receiving or sending) of any material in violation of any Canadian or Ontario law is prohibited. This includes, but is not limited to: copyrighted material; threatening, offensive or obscene material; material suggesting pornography, racism or sexism; use for commercial activities by "for-profit" institutions; the downloading of \*.EXE's, MP3, MOV and AVI's, etc., use of product advertisement or political lobbying; and the use of the Board's WAN and computer technology for illegal activities.

b. Informed Consent Form

All Board students, trustees, and staff may use the Internet under the terms defined in this policy and upon completion of the Informed Consent Form. Completed student forms are to be returned to the appropriate teacher and retained by the school. If the student is less than 18 years of age, a parent or legal guardian must also sign the student's form. Human Resource Services will retain completed staff forms. The Director of Education shall retain copies of trustee forms.

c. Privileges

**The use of the Board's computer technology and the Internet is a privilege and breach of any terms and conditions may result in a cancellation of those privileges and further disciplinary action.**

Violations of the policy will be handled in accordance with relevant Board policies and procedures and collective agreements and terms of employment respecting staff.

The Board shall deem what is appropriate use based on the guidelines outlined in the Policy and its decision shall be final. The Board may close user accounts at any time, as it deems necessary. The administration and staff may request the system administrator to deny or suspend user accounts.

In particular, this policy includes restrictions on accessing inappropriate materials. Some examples are materials that include profane or obscene (pornography) subject matter, rude language, promotes hate and racism or illegal activities. What is deemed to be inappropriate remains within the sole discretion of the Board. Inadvertent access must be disclosed immediately to the appropriate teacher or supervisor.

For more information you may review the Board's full policy on the Board's Web Site at <http://wcdsb.edu.on.ca>



**#: APS 017 – Appendix B**

**Student Acceptable Use of Computer Technology and Internet  
Informed Consent Form – JK to Grade 3**

I am applying for access to the Internet and agree to the following guidelines:

1. I will use the computer and the Internet for schoolwork. I know it is not for playing games.
2. I will respect the work of other people. I will not say it is mine. I will not change someone else's work without them saying so.
3. My password belongs only to me. I will not share my password. I will not try to learn the passwords of others.
4. I will tell a teacher or supervisor what I am doing while on the Internet when asked.
5. If, by mistake, I go to a scary or bad site, I will tell my teacher right away.
6. If I do not follow the rules I will not be able to go on the Internet.

By signing below you are indicating that you have read the Waterloo Catholic District School Board Acceptable Use of Computer Technology and Internet Policy (Abbreviated Version) and that you understand the contents. The full version of the policy is available in any school office and is also available on the Board's web site.

Student access for students under the age of 18 years of age requires that a parent/guardian read and sign the following:

I understand and agree to all the things in this document.

Student \_\_\_\_\_ Date \_\_\_\_\_

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

If there are any questions, please do not hesitate to contact the school principal before signing.



**#: APS 017 – Appendix C**  
**Student Acceptable Use of Computer Technology and Internet**  
**Informed Consent Form – Grades 4-8**

I am applying for access to the Internet and agree to the following guidelines:

1. I will use the computer and the Internet for schoolwork only. This includes research, projects and work assigned by my teacher. I know school computers and Internet access are not to be used for playing games.
2. I will respect the work of other people. I will not present the work of others as my own. I will not change someone else's work without their permission.
3. Passwords are confidential. I will respect the right of others to keep their passwords confidential.
4. I will respect security that has been placed on the computers. I will immediately report any gaps in security to my teacher.
5. The School has the right to review, edit or remove any material stored on school computer/network systems.
6. I will explain my activities to a teacher or supervisor while on the Internet if asked.
7. If, by mistake, I go to a site that is inappropriate or makes me feel uncomfortable, I will report it my teacher right away.
8. I agree to give up my computer privileges if I fail to follow the guidelines listed above.

By signing below you are indicating that you have read the Waterloo Catholic District School Board Acceptable Use of Computer Technology and Internet Policy (Abbreviated Version) and that you understand the contents. The full version of the policy is available in any school office and is also available on the Board's web site.

Student access for students under the age of 18 years of age requires that a parent/guardian read and sign the following:

I understand and agree to all the things in this document.

Student \_\_\_\_\_ Date \_\_\_\_\_

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

If there are any questions, please do not hesitate to contact the school principal before signing.



**#: APS 017 – Appendix D**  
**Student Acceptable Use of Computer Technology and Internet**  
**Informed Consent Form – Grades 9-12**

I am applying for access to the Internet and agree to the following guidelines:

1. My network access is for personal educational purposes only, including research, intellectual exchanges, educational projects, and like purposes. I understand that commercial (for profit) and recreational (game playing) use of the network is not permitted.
2. I will abide by all federal and provincial laws regarding copyright, threatening or obscene material, racism and sexism or all other immoral, unethical or illegal activities. I agree to be responsible for respecting intellectual property rights and the laws which govern them.
3. I will not assist others in breaking these rules or be a party to others breaking these rules.
4. I will not intentionally seek information about, browse, obtain copies of, or modify files, passwords, belonging to other people, whether at school or elsewhere.
5. I will refrain from using or introducing to the school computer environment, whether network or stand-alone, files, programs, or diskettes known to contain viruses. In this spirit, I will also regularly check my files and diskettes for viruses and endeavour to keep computing systems virus-free.
6. I will not try to obtain systems privileges to which I am not entitled.
7. I will not share my login and password with others, nor attempt to learn or use logins and passwords which are not my own.
8. I will not exploit any gaps in security, and furthermore will report these gaps immediately to my teacher.
9. At any time during my use of Internet I am willing to explain to a supervisor or teacher my activities, and for what purpose I am accessing certain files.
10. If I encounter any material which is inappropriate, obscene, abusive, offensive, harassing, or illegal or which counsels illegal activities, I will report it to my teacher immediately.
11. The school reserves the right to review, edit or remove any material stored on school computer/network facilities.
12. I agree to the immediate loss of my privileges should I fail to abide by any of the above. School disciplinary and/or legal action may be invoked where necessary.

By signing below you are indicating that you have read the Waterloo Catholic District School Board Acceptable Use of Computer Technology and Internet Policy (Abbreviated Version) and that you understand the contents. The full version of the policy is available in any school office and is also available on the Board's web site.

Student access for students under the age of 18 years of age requires that a parent/guardian read and sign the following:

I understand and agree to all the things in this document.

Student (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

If there are any questions, please do not hesitate to contact the school principal before signing.



**#: APS 017 – Appendix E**  
**Acceptable Use of Computer Technology and Internet**  
**Informed Consent Form – Staff**

The Board promotes the use of the Internet and Web-based applications as a means of providing timely access to information and to support broader collaboration. By using these tools, staff will have the ability to access this information from any location that is connected to the Internet.

By providing the information below, staff can be provided with access to the information and applications to support them in their work.

I am applying for:

1. Access to use the Computer Technology and Internet and agree to the terms and conditions in the Board Policy and Administrative Procedures. This access is for while I am at any School or Board site and includes access to the school board's internal web sites, my own personal calendar and Board assigned E-mail account.

By signing below you are indicating that you have read the Waterloo Catholic District School Board Acceptable Use of Computer Technology and Internet Policy (Abbreviated Version) and that you understand the contents. The full version of the policy is available in any school office and is also available on the Board's web site.

I understand and agree to all the things in this document.

Required information: (Please print)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If there are any questions, please do not hesitate to contact Information Technology Services before signing.