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## Policy

1. The Windsor-Essex Catholic District School Board is committed to providing schools with access to the Internet and believes that it will enhance students' 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. It is the Board's right to define "Acceptable Use" of Internet and to implement clear guidelines with expectations and responsibilities. These may be amended from time to time to meet changing needs. Such changes to expectations and guidelines may be implemented by the Director of Education or the Director's designate.

## REGULATION

Municipal Freedom of Information and Protection of Privacy Act, 1990

## PROCEDURES

1. Students shall be responsible for appropriate behaviour on school networks just as they are in a classroom or a school hallway. In order to ensure proper use, students shall:
  - a. use the Internet in schools under teacher supervision;
  - b. 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 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 (see 4 e)
2. It is the policy of the Board to support reasonable 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 IDs to students and require that students log in using their unique IDs;

- c. monitor accounts, when necessary, on the Board's network;
  - d. train staff in use of the Internet and provide resources to help staff guide students on appropriate use.
3. The school shall facilitate access and ensure appropriate use of the Internet and shall:
- a. ensure that 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 completed Student Agreement Form prior to use (see Appendix A);
  - d. monitor students for appropriate use and behaviour as defined in this document;
  - e. deal with student infractions of the Acceptable Use 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 Municipal Freedom of Information and Protection of Privacy Act, 1990 (see Appendix B Consent Form)
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 and mission of the Board and the school. Transmission (receiving or sending) of any material in violation of any Canadian or Ontario regulation is prohibited. This includes, but is not limited to: copyrighted material; threatening, offensive or obscene material; material suggesting pornography, racism or sexism. Use of the Board's provision for Internet access by "for-profit" institutions is not acceptable. Use of product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
  - b. Agreement Form (see Appendix A Student Agreement Form)  
All Board students may use the Internet under the terms defined in this policy and upon completion of the Agreement Form. Completed Agreement Forms are to be returned to the appropriate teacher. These forms must be stored in the office and reviewed **each year** to ensure that all students have a completed form on file.
  - c. Privileges  
**The use of the Internet is a privilege and breach of any terms and conditions may result in a cancellation of those privileges and further disciplinary action.**  
  
The Board shall deem what is appropriate use based on the guidelines outlined in the Acceptable Use 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.
  - 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:
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- **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 are 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 the 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.** Students shall not use the network in a disruptive and/or selfish way (downloading huge files during prime time, 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.

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, missed 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 user's risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through its services.

g. 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.

Users shall not:

- i. share with or demonstrate to others a security problem;
- ii. use another individual's account;
- iii. give one's password to another individual;

Students will be responsible for all actions taken using their access permissions. For this reason, students are required to log off any system if leaving the workstation for an extended period of time.

Attempts to log on to 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. Violation of WECDSB policy regarding Internet Use may result in a disciplinary action up to and including suspension.

Students are prohibited from making changes to computer software in a manner that would restrict the ability of WECDSB to monitor its resources.

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.

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