

SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL

Computer Acceptable Use Guidelines - for Students

School Computers, Electronic Mail, and the Internet

The following waivers must be signed off by students and their parents prior to use of school computers, Electronic Mail and the Internet. Principals may choose to use the attached formats or to incorporate the respective wording into existing student registrations forms:

Student Waiver

For students grade 7 and up

I have read the *South Slave Divisional Education Council - Computer Acceptable Use Guidelines* and I understand and will abide by the responsibilities, behaviours and consequences defined therein. I further understand that any violation of the regulations (school policy, school board policy, local law, territorial law and federal law) is a breach of this contract, is unethical, and may also constitute a criminal offence. Should I commit any violation, I understand my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

Parent Waiver

For all parents of children accessing SSDEC education facility computers

As the parent or guardian of this student I have read the *South Slave Divisional Education Council - Computer Acceptable Use Guidelines*. I understand that this access is designed for educational purposes. I recognize it is impossible to restrict access to all controversial materials and I will not hold the Council, DEA or school responsible for materials acquired on the network. I hereby give permission to allow individual access to the school computer networks for my child.

SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL

Computer Acceptable Use Guidelines

Use of School Computers, Electronic Mail, and the Internet - Guidelines for Students

A. Educational Purpose

[SCHOOL NAME]'s computer system has a limited educational purpose. Use of the computer system and the Internet provides great educational benefits to students. Activities that are acceptable include classroom activities, career development, and high-quality personal research. Students may not use the school computer system for entertainment purposes (except for those periods of time that the school may designate as "open access".) The School computer system is not a public access service or a public forum. [SCHOOL NAME] has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in [SCHOOL NAME]'s disciplinary code and the law in your use of the School computer system. You may not use School computers for commercial purposes. This means you may not offer, provide, or purchase products or services through the School computer system.

B. Student Internet Access

The World Wide Web is a global system providing access to information from around the world. Students may have access to Internet Web information resources through their classroom, library, or school computer lab. Unfortunately, some material accessible through the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept and sign a contract agreeing to the following rules for acceptable behaviour on the School computer systems, network, audio/visual equipment (for example cameras and video recorders) and on the Internet (including web sites, e-mail, text messaging, chat rooms.)

C. Behaviour

Students are responsible for good behaviour on the School computers and on the Internet as they are in a school building. General school rules for behaviour and communications apply. You will not damage computers, computer systems or computer networks.

D. Unacceptable Uses

The following uses of The School computer system are considered unacceptable:

1. Personal Safety and Personal Privacy

You will not post personal information about yourself. Personal information includes pictures of you and your family, your address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

You will not agree to meet with someone you have met online without your parent's approval. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable. You will not post private information about another person.

2. Illegal Activities

You will not attempt to gain unauthorized access to the School computer system or to any other computer system through the School computer system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use the School computer system to engage in any other illegal act.

3. System Security

You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the Principal if you have identified a possible security problem. You will avoid the spread of computer viruses by not downloading or installing software onto School computers.

4. Inappropriate Language

You will not use obscene, profane, vulgar, rude, threatening or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks. You will not harass, bully or insult another person. If you are told by a person to stop sending messages to them, you must stop.

5. Privacy

Computer files and network storage areas may be treated like a school locker. Network administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. You should not expect that files will always be private.

6. Respecting Resource Limits

You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. You will not download large files unless absolutely necessary. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

7. Plagiarism

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

8. Copyright

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask your teacher.

9. Inappropriate Access to Material

You will not send or display offensive messages or pictures. You will not use the School computer system to access material that is designated for adults only or is profane or obscene, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people. If you mistakenly access inappropriate information, you should immediately tell your teacher. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The School fully expects that you will follow your parent's instructions in this matter.

E. Limitation of Liability

The South Slave Divisional Education Council, District Education Authorities (DEAs), and School make no guarantee that the functions or the services provided by or through the computer system will be error-free. The Council, DEAs, and School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The Council, DEAs, and School are not responsible for the accuracy or quality of the information obtained through or stored on the system. The Council, DEAs, and School will not be responsible for financial obligations arising through the unauthorized use of the system.

SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL
Contract for Individual Access to the
School Computer Network & Internet

(Once this form has been completed, please return it to your child's school.)

I understand and will abide by the responsibilities, behaviours and consequences defined in the Acceptable Use Policy named "Use of School Computers, Electronic Mail, and the Internet - Guidelines for Students" for the School computers, network, and Internet access provided by the School. I further understand that any violation of the regulations (school policy, school board policy, local law, territorial law and federal law) is a breach of this contract, unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

Student Name
(please print): _____

Student Signature: _____

Current Grade: _____

Date: _____

If you are under the age of 18 a parent or guardian must also read the Computer Acceptable Use Policy and sign this agreement.

As the parent or guardian of this student I have read the *South Slave Divisional Education Council - Computer Acceptable Use Guidelines*. I understand that this access is designed for educational purposes. I recognize it is impossible to restrict access to all controversial materials and I will not hold the Council, DEA or school responsible for materials acquired on the network. I hereby give permission to allow individual access to the school computer networks for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name
(please print): _____

Signature: _____

Date: _____