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<b>Subject</b>	<b>COMPUTING AND INFORMATION TECHNOLOGY - ACCEPTABLE USE GUIDELINES</b>
<b>References</b>	
<b>Links</b>	<a href="#">FORM A1160 - 1</a> ; <a href="#">FORM A1160 - 2</a>
<b>Contact</b>	Information Technology Services; Instructional Services

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## 1. Purpose

All users of the Simcoe County District School Board (henceforth referenced as SCDSB) computing and information technology facilities and resources are required to know and abide by the SCDSB Acceptable Use Guidelines. These guidelines define responsibilities for the safe and acceptable use of the computing and information technology facilities and resources in the SCDSB.

## 2. Use

The Simcoe County District School Board's computing and information technology facilities and resources are made available to students in support of their learning, research requirements and career preparation; to teachers in support of their instruction, research, professional development and administrative activities; to staff in support of their assigned responsibilities; and to other authorized users.

Use of the computer and information technology facilities and resources of the SCDSB shall be governed by all relevant laws and regulations - federal (e.g. copyright), provincial (e.g. *Education Act*), SCDSB (policies and procedures) and local school (e.g. school code of conduct). Use of SCDSB computing and information technology facilities and resources for illegal, political, or commercial purposes, or personal gain is strictly prohibited. The onus is on the user to know and to comply with these laws and regulations.

For the purposes of this document, users include all SCDSB elementary and secondary students and employees.

## 2.1 Personal Safety

- 2.1.1 Students will not post personal information about themselves or others. Personal contact information includes full name, address, and telephone number.
- 2.1.2 Students agree not to meet in person with someone they have met online.
- 2.1.3 Students will promptly disclose to their teacher or to another school employee, any messages they receive that are inappropriate, request personal information, or make them feel uncomfortable.

## 2.2 Illegal Activities

- 2.2.1 Users will not attempt to gain unauthorized access to the SCDSB system or to any other computer system using the SCDSB system.
- 2.2.2 Users will not log into another user's account nor will they attempt to access the personal data of others. ITS Staff may be exempt from this clause for the following reasons:
  - 2.2.2.1 To provide service and support to an end user with their approval.
  - 2.2.2.2 In the course of normal duties and with the prior approval of an ITS supervisor or principal.
- 2.2.3 Users will not deliberately attempt to disrupt the computer system performance or to destroy data by spreading computer viruses or by using other means. These actions are **illegal**.
- 2.2.4 Users will not make use of the SCDSB system to engage in any illegal activities.

## 2.3 System Security

- 2.3.1 Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account.
- 2.3.2 Users must not provide their password except to ITS staff when necessary to obtain technical support and assistance. If a password has been shared with ITS staff it must be changed immediately following service.
- 2.3.3 Users will immediately notify the system administrator if they have identified a possible security problem. Users will not intentionally search out security problems. This may be construed as an illegal attempt to gain access.
- 2.3.4 Users will avoid the inadvertent spread of computer viruses by using virus protection procedures when downloading software. SCDSB recommends that all personal files be checked for viruses prior to use on SCDSB computer systems.

## 2.4 Inappropriate Language



- 2.4.1 Restrictions against inappropriate language apply to public messages, private messages, and materials posted on web pages.
- 2.4.2 Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- 2.4.3 Users will not post information that, if acted upon, could cause damage or danger of disruption to the system.
- 2.4.4 Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- 2.4.5 Users will not harass other persons. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop immediately.
- 2.4.6 Users will not knowingly or recklessly post false or defamatory information about a person or organization.

## 2.5 Respect for Privacy

- 2.5.1 Users will not broadcast a message that was sent to them privately without permission of the person who sent them the message.
- 2.5.2 Users will not post private information about another person.

## 2.6 Respecting Resource Limits

- 2.6.1 Users will use the system only for educational and professional or job related activities.
- 2.6.2 Users will not download large files that would require more than five minutes unless absolutely necessary. Users will then download files at a time when the system is not being heavily used. Student users will immediately remove files from the system computer to their personal computer or diskette.
- 2.6.3 Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- 2.6.4 Users will check their e-mail frequently, deleting unwanted messages promptly.
- 2.6.5 Users will subscribe only to discussion group mail lists that are relevant to their education or professional/career development. Students may subscribe with the approval of their teacher and must unsubscribe at the end of the school year unless special arrangements are made.

## 2.7 Plagiarism and Copyright Infringement

- 2.7.1 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.



- 2.7.2 Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- 2.7.3 SCDSB software is for school use unless licensed otherwise. Use of software licensed for use on SCDSB equipment, on equipment for which it is not licensed, is a copyright infringement and is **illegal**.
- 2.7.4 Use of software on SCDSB equipment that is not licensed for use on SCDSB equipment is a copyright infringement and **illegal**.

## 2.8 Inappropriate Access to Material

- 2.8.1 Users will not use the SCDSB system to access materials that are profane or obscene (pornography), that advocate illegal or dangerous acts, or that advocate violence or discrimination towards other people (hate literature). For students, a special exception may be made if the purpose is to conduct research and both the teacher and the parent approve access. SCDSB employees may access the above material only in the context of legitimate research.
- 2.8.2 If a student inadvertently accesses such information, they must immediately disclose the inadvertent access to the supervising teacher. This will protect students against allegations that they have intentionally violated the Acceptable Use Guidelines.

## 3. Responsibilities

### 3.1 All Users

- 3.1.1 All users are responsible for:
  - 3.1.1.1 familiarizing themselves with this procedure and abiding by its expectations and restrictions;
  - 3.1.1.2 using technology resources in ways that do not disrupt other users or compromise the functionality of the system;
  - 3.1.1.3 maintaining their password and user ID confidentiality;
  - 3.1.1.4 familiarizing themselves with the technology resources provided to them, including system maintenance and administration procedures.
- 3.1.2 Additionally, all e-mail users are responsible for understanding the following information:
  - 3.1.2.1 a user's e-mail is not confidential; the system administrator may require access to a user's e-mail (a) to maintain the system; (b) with the supervisor's approval, in the event of a prolonged absence or (c) under other specific circumstances;

- 3.1.2.2 saved or deleted e-mail creates a trail of data that may be retrieved at a later date;
- 3.1.2.3 e-mail received by a user will not be forwarded to other users without the original sender's knowledge.
- 3.1.2.4 a standard Board e-mail disclaimer will be automatically included on all email messages. A copy of the disclaimer can be found in the ITS section of the Board's Staff web.

### 3.2 Students

- 3.2.1 In addition to 3.1 students must:
  - 3.2.1.1 abide by the SCDSB Web Page Protocol (APPENDIX A) and the SCDSB Student Acceptable Use Guidelines (APPENDIX B).

### 3.3 Superintendents and Supervisors

- 3.3.1 In addition to 3.1, superintendents and supervisors (including principals) are responsible for:
  - 3.3.1.1 ensuring this procedure is communicated to their staff and followed by their staff;
  - 3.3.1.2 applying corrective and disciplinary measures to address staff violations of this procedure.

### 3.4 Principals

- 3.4.1 In addition to 3.1 and 3.3 principals are responsible for:
  - 3.4.1.1 co-ordinating and managing computing and information technology facilities and resources throughout the school for staff and students;
  - 3.4.1.2 using the SCDSB Acceptable Use Guidelines (see APPENDIX B) and making it available to all staff, students and parents;
  - 3.4.1.3 using the SCDSB Web Page Protocol (APPENDIX A) and making it available to all staff;
  - 3.4.1.4 distributing the SCDSB Acceptable Use Agreement (see FORM A 1160 - 1 and FORM A1160 - 2);
  - 3.4.1.5 ensuring clearly defined sanctions appropriate to the degree of severity for misuse and/or illegal use of the SCDSB computing and information technology facilities and resources are stated in their school's Code of Conduct.

### 3.5 Teachers

- 3.5.1 In addition to 3.1, teachers are responsible for:
  - 3.5.1.1 managing student use of computing and information technology facilities and resources within their assigned teaching areas and when acting in a supervisory role;



- 3.5.1.2 instructing all students to comprehend and adhere to this procedure and the SCDSB Web Page Protocol and the Student Acceptable Use Guidelines. (APPENDICES A and B);
- 3.5.1.3 using this procedure or their school's Code of Conduct when applying sanctions for misuse of the SCDSB computing and information technology facilities and resources.

### 3.6 Waiver of Responsibility

#### 3.6.1 The SCDSB is NOT responsible for the:

- 3.6.1.1 appropriateness of Internet content;
- 3.6.1.2 accuracy or reliability of information located on the Internet;
- 3.6.1.3 loss damage or inaccessibility of information due to technical or other difficulties;
- 3.6.1.4 costs or losses incurred by users.

**First Issued:**

February 1, 1996

**Revised:**

November 26, 1996; June 1, 1999; September 1, 2005; June 2008

***Issued under the authority of the Director of Education***

## **SCDSB WEB PAGE PROTOCOL**

### **1. Web Page Design**

- (a) All SCDSB Acceptable Use Guideline provisions will govern material placed on the Web.
- (b) Web pages shall not:
  - i) contain the full name (first name + last name initial only), address, or phone number of students.
  - ii) display photographs or videos of any identifiable individual without written consent from the parent/guardian. [Group photographs (ie. soccer club), may be used, with written permission.]
  - iii) contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner.
  - iv) contain links to sites containing materials that would be contrary to SCDSB Acceptable Use Guidelines.
- (c) Students may retain the copyright on the material they create that is posted on the web. SCDSB employees may retain the copyright on material they create and post when consistent with SCDSB policies and legislation.
- (d) Each web site shall carry a stamp indicating the date of last update and the e-mail address of the webmaster.
- (e) All home pages shall have a link at the bottom of the page that will help users find their way to the SCDSB web page protocol.
- (f) Users should retain a back-up copy of their web pages.
- (g) Commercial advertising must comply with SCDSB policy and legislation.

### **2. Web Page Sites**

#### **SCDSB Web Site**

- (a) SCDSB will appoint Webmasters who shall select and manage appropriate material in consultation with the Computer Planning Committee (management and consultant staff from Information Services and Student Services).
- (b) Material appropriate for placement of the SCDSB website includes: SCDSB information, school information, teacher or class information, student projects, and student extracurricular organization information.

### **School Web Sites**

- (a) Material presented must meet the educational objectives of SCDSB, be consistent with board policy and ministry legislation and be approved by the school principal.
- (b) The school principal will be responsible for final approval of information on all main school pages. The principal, in consultation with the teachers of a school, shall select and review learning media for web page posting in accordance with Board Policy 4140, Selection and Approval of Learning Media; and using the criteria outlined in the board's administrative procedures memorandum. (APM A8040)
- (c) The school site administrator or site manager or designate will be responsible for coordinating their school's Web pages. All material originating from the school will be consistent with current SCDSB policies.
- (d) Teachers may create Web pages for use with class activities or to provide a resource for other teachers. Teachers will be responsible for maintaining their classroom educational resource pages.

### **Student Web Pages**

- (a) Students may create a web site as part of a class activity.
  - i) Material presented on a student class activity Web site must meet the educational objectives of the class activity and be approved by the teacher and the school principal.
  - ii) Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page are those of the student and may not necessarily reflect opinions of the SCDSB." The notice will be in 10 pitch and bold print.
  - iii) It will not be considered a violation of a student's rights to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the SCDSB Acceptable Use Guidelines or student disciplinary code.

### **3. Management**

- (a) Review and maintenance will occur on an ongoing basis.
  - i) Schools must review and update their own Web pages at least twice annually.
  - ii) Reviews are to be dated.
  - iii) Sites that do not comply with the SCDSB Web Page Protocol will be disabled.

## **SCDSB STUDENT ACCEPTABLE USE GUIDELINES**

### **1. Purpose**

The SCDSB Acceptable Use Guidelines outline and regulate the acceptable use of computing and information technology facilities and resources by students and all SCDSB employees. This appendix contains the parts of the procedure applicable to students.

### **2. Due Process**

- (a) The SCDSB will cooperate fully with local, provincial, or federal officials in any investigation concerning or relating to any illegal activities conducted through the SCDSB system.
- (b) In the event of an allegation of a SCDSB Acceptable Use Guideline violation, the user will be provided with a notice and an opportunity to be heard in the manner set forth in the School Code of Behaviour and/or SCDSB policies and procedures.
- (c) Disciplinary actions for both elementary and secondary panels have been tailored to meet specific concerns related to the violation and to assist the student to conduct him/herself in an appropriate and acceptable manner when using all SCDSB computing and information technology facilities and resources.
- (d) Computer privileges of a student will be suspended when directed by school administration.

### **3. Search and Seizure**

- (a) Students have limited privacy rights with the contents of personal files and the records of their on-line activities.
- (b) Routine maintenance, monitoring and surveillance of the system may lead to discovery that a user has been or is in violation of the SCDSB Acceptable Use Guidelines and/or the law.
- (c) **Notice:** A search of student files, records of activities, and related information will be conducted if there is reasonable suspicion that a student has violated the SCDSB Acceptable Use Guidelines or the law. The nature of the investigation will be reasonable and in keeping with the context of the alleged violation.

### **4. Use and Selection of Material for Classroom Use**

When using the Internet and software for class activities, teachers will make a reasonable effort to:

- (a) Select material that is appropriate for the age of students and that is relevant to curriculum expectations.
- (b) Preview materials and sites that students will be accessing in order to determine the appropriateness of software resources and information contained at or linked to an Internet site.

- (c) Provide guidelines and lists of resources to assist students in channeling their research activities effectively and in accordance with curriculum expectations.
- (d) Assist students in developing the skills necessary to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.
- (e) **Note - All software in use on SCDSB networks and computers must be properly licensed. Software can only be installed onto SCDSB equipment if SCDSB owns the license.**

**5. Parental Notification and Responsibility**

- (a) The SCDSB will inform parents/guardians of the SCDSB Acceptable Use Guidelines.
- (b) **Notice:** At any time, parents/guardians may investigate the contents of their child(ren)'s personal and/or e-mail files. Parents/guardians may request the termination of their child(ren)'s individual account.
- (c) The SCDSB Acceptable Use Guidelines contain restrictions on accessing inappropriate materials. Student use will be supervised. Parents/guardians should be advised that a wide range of materials are available from the Internet, some of which may not be fitting with the particular values of their families. Parents/guardians are encouraged to specify to their child(ren) those materials which are not acceptable for their child(ren) to access. The SCDSB will not be held responsible for enforcing a wide range of social values for student use of the Internet.
- (d) The SCDSB provides teachers and parents/guardians with guidelines for student safety while using the Internet (see APPENDIX A).

**6. Access**

The following levels of access will be provided:

- (a) Classroom Accounts: Students will be granted Internet access through a general classroom account in accordance with curriculum requirements and expectations.
- (b) Individual Accounts for Students: Students may be provided with individual Internet accounts, which provide individual e-mail service with the approval of their parents/guardians.
- (c) **Note - Schools are responsible for establishing a process that will ensure a reasonable effort for supervision of authorized student access.**

**GUIDELINES FOR ACCEPTABLE USE AND RANGE OF CONSEQUENCES FOR UNACCEPTABLE USE**

	<b>Teacher Interview</b>	<b>Parent/ Guardian Notification</b>	<b>Loss of Access to Ind. Account</b>	<b>Further Disciplinary Measures (suspension, etc.)</b>	<b>Legal Action</b>
<b>Personal Safety</b>					
a. Students will not post personal contact information about themselves or others. Personal contact information includes : full name, address and telephone number.	*	*	*		
b. Students agree not to meet in person with someone they have met on-line.	*	*	*	*	
c. Students will promptly disclose to their teacher or to another school employee, any messages they receive that are inappropriate, request personal information, or make them feel uncomfortable.	*	*			
<b>Illegal Activities</b>					
a. Students will not attempt to gain unauthorized access to the SCDSB system or to any other computer system using the SCDSB system. Users will not log into another user's account nor will they attempt to access the personal data of others. These actions are <b>illegal</b> , even if conducted for the purpose of « browsing ».	*	*	*	*	*
b. Users will not deliberately attempt to disrupt the computer system performance or to destroy data by spreading computer viruses or by using other means. These actions are <b>illegal</b> .	*	*	*	*	*
c. Users will not make use of the SCDSB system to engage in any illegal activities.	*	*	*	*	*
<b>System Security</b>					
a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.	*		*		
b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not intentionally search out security problems. This may be construed as an illegal attempt to gain access.	*	*	*		*
c. Users will avoid the inadvertent spread of computer viruses by using virus protection procedures when downloading software. SCDSB recommends that all personal files be checked for viruses prior to use on SCDSB computer systems.	*	*	*		

**GUIDELINES FOR ACCEPTABLE USE AND RANGE OF CONSEQUENCES FOR UNACCEPTABLE USE**

	<b>Teacher Interview</b>	<b>Parent/Guardian Notification</b>	<b>Loss of Access to Ind. Account</b>	<b>Further Disciplinary Measures (suspension, etc.)</b>	<b>Legal Action</b>
<b>Inappropriate Language</b>					
a. Restrictions against inappropriate language apply to public messages, private messages, and materials posted on Web Pages.	*	*	*	*	*
b. Users will not make use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.	*	*	*	*	*
c. Users will not post information that, if acted upon, could cause damage or danger of disruption to the system.	*	*	*	*	*
d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.	*	*	*	*	*
e. Users will not harrass other persons. Harrassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop immediately.	*	*	*	*	*
f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.	*	*	*	*	*
<b>Respect for Privacy</b>					
a. Users will not broadcast a message that was sent to them privately without permission of the person who sent them the message.	*	*	*	*	*
b. Users will not post private information about another person.	*	*	*	*	*
<b>Respecting Resource Limits</b>					
a. Users will use the system only for educational and professional or job related activities.	*	*	*	*	*
b. Users will not download large files that would require more than five minutes unless absolutely necessary. Users will then download files at a time when the system is not being heavily used. Student users will immediately remove files from the system computer to their personal computer or diskette.	*	*	*	*	*
c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.	*	*	*	*	*
d. Users will check their e-mail frequently, deleting unwanted messages promptly.	*	*	*	*	*
e. Users will subscribe only to discussion group mail lists that are relevant to their education or professional/career development. Students may subscribe with the approval of their teacher and must unsubscribe at the end of the school year unless special arrangements are made.	*	*	*	*	*



# Administrative Procedures Memorandum A1160

<b>GUIDELINES FOR ACCEPTABLE USE AND RANGE OF CONSEQUENCES FOR UNACCEPTABLE USE</b>					
	<b>Teacher Interview</b>	<b>Parent/ Guardian Notification</b>	<b>Loss of Access to Ind. Account</b>	<b>Further Disciplinary Measures (suspension, etc. )</b>	<b>Legal Action</b>
<b>Plagiarism and Copyright Infringement</b>					
a. 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.	*	*			*
b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.	*	*			*
c. SCDSB software is for school use unless licensed otherwise. Unauthorized use is strictly prohibited. Use of software licensed for use on SCDSB equipment on equipment for which it is not licensed is a copyright infringement and is illegal.	*	*	*	*	*
d. Use of software on SCDSB equipment that is not licensed for use on SCDSB equipment is a copyright infringement and is illegal.	*	*	*	*	*
<b>Inappropriate Access to Material</b>					
a. Users will not use the SCDSB system to access materials that are profane or obscene (pornography), that advocate illegal or dangerous acts, or that advocate violence or discrimination towards other people (hate literature). For students, a special exception may be made if the purpose is to conduct research and both the teacher and the parent approve access.	*	*	*	*	*
b. If a student inadvertently accesses such information, they must immediately disclose the inadvertent access to the supervising teacher. This will protect students against allegations that they have intentionally violated the Acceptable Use Guidelines.	*	*	*	*	



**COMPUTING AND INFORMATION TECHNOLOGY  
ELEMENTARY SCHOOL ACCEPTABLE USE AGREEMENT**

The Simcoe County District School Board is pleased to provide parents/guardians with information regarding computing and information technology facilities and resources available to students at school. Please read this agreement and the accompanying Acceptable Use Guidelines with your child.

SCDSB computing and information technology facilities and resources are made available to students to support their learning, research requirements and career preparation.

All SCDSB schools are able to offer Internet access to their students, providing valuable information and interaction unavailable elsewhere.

Students may use these services to locate and retrieve information and communicate with others; however, this access may bring material that may be questionable, objectionable or illegal, or contact with persons who may exhibit unacceptable behaviour. SCDSB uses a filtering system, however no software is capable of blocking all unacceptable Internet sites.

Teachers and students are instructed on the safe and acceptable use of the Internet and other computing resources. Teachers supervise student use of the Internet as they supervise student use of all other school resources.

All students are expected to abide by the SCDSB Acceptable Use Guidelines included with this agreement. Misuse and/or abuse of the facilities and resources is subject to consequences as defined and explained in the school's Code of Behaviour and may include possible legal consequences.

We look forward to providing your child with the opportunity to use the school's resources in a safe and meaningful way.

Please sign below and return this agreement to your school principal.

\_\_\_\_\_  
Parent/Guardian (print name)

\_\_\_\_\_  
Student (print name)

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

\_\_\_\_\_  
Student Signature



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**ELEMENTARY SCHOOL STUDENT ACCEPTABLE USE GUIDELINES**

The Simcoe County District School Board is pleased to provide you with access to a variety of computing and information technology facilities and resources. These facilities and resources are provided for educational purposes, not for public access. They will help you to achieve your learning outcomes, research requirements, and assist with career preparation.

You must review this procedure with your parent/guardian. Procedures and rules regarding the use of the facilities and resources must be followed.

**Acceptable Use**

I will use the computing and technology facilities as instructed by my teachers.

I may use the Internet when a teacher is present or I have special permission to do so.

I will only use the computing and technology facilities for recreational purposes when I have permission from my teacher.

I will never use the computing and technology facilities for illegal or money-making purposes.

I will not download and/or sell materials, which are owned by someone else.

I will follow the school rules when using and downloading any files and software.

I will keep my password secret.

**Safe Use**

I will never give out personal information about myself or others on the Internet without my teacher's instruction. This includes my address, telephone number, picture, baby-sitter, route taken to school, or parent's hours of work.

I will only use my first name when using the Internet.

I will inform my teacher immediately if I find materials and sites I should not see.

I will inform my teacher immediately if I am ever uncomfortable or frightened on the Internet because a user is not using acceptable behaviour.



**Appropriate Use**

I will be polite. I will only use language that is acceptable in my school.

I will send messages that contain words or information I would write on a classroom blackboard.

I will not use the computing and technology facilities in any ways that will harm the system or another person's work.

I will not go into another person's private mail or files.

**Reliability**

I understand that the teachers and technicians try to ensure that the computer and technology facilities work. However, I understand that the computer and technology facilities may be unavailable sometimes.

I understand that information found on the Internet may be false, and I must learn to evaluate the information that I find.

I understand that I must follow the board's rules and procedures and those given by my teacher. If I do not follow these rules, I may have my computer privileges taken away and have to visit the principal to review my actions, and may face further consequences such as suspension.

I will follow my school's Code of Conduct.

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**COMPUTING AND INFORMATION TECHNOLOGY**  
**SECONDARY SCHOOL ACCEPTABLE USE AGREEMENT**

The Simcoe County District School Board is pleased to provide parents/guardians with information regarding computing and information technology facilities and resources available to students at school. Please read this agreement and the accompanying Acceptable Use Guidelines with your child.

SCDSB computing and information technology facilities and resources are made available to students to support their learning, research requirements and career preparation.

All SCDSB schools are able to offer Internet access to their students, providing valuable information and interaction unavailable elsewhere.

Students may use these services to locate and retrieve information and communicate with others; however, this access may bring material that may be questionable, objectionable or illegal, or contact with persons who may exhibit unacceptable behaviour. SCDSB uses a filtering system, however no software is capable of blocking all unacceptable Internet sites.

Teachers and students are instructed on the safe and acceptable use of the Internet and other computing resources. Teachers supervise student use of the Internet as they supervise student use of all other school resources.

All students are expected to abide by the SCDSB Acceptable Use Guidelines included with this agreement. Misuse and/or abuse of the facilities and resources is subject to consequences as defined and explained in the school's Code of Conduct and may include possible legal consequences.

We look forward to providing your child with the opportunity to use the school's resources in a safe and meaningful way.

Please sign below and return this agreement.

\_\_\_\_\_  
Parent/Guardian (print name)  
(for students under 18 years of age)

\_\_\_\_\_  
Student (print name)

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

\_\_\_\_\_  
Student Signature

## **SECONDARY SCHOOL STUDENT ACCEPTABLE USE GUIDELINES**

The Simcoe County District School Board is pleased to provide you with access to a variety of computing and information technology facilities and resources. These facilities and resources are provided for educational purposes, not for public access. They will help you to achieve your learning outcomes, research requirements, and assist with career preparation.

You must review this procedure with your parent/guardian. Procedures and rules regarding the use of the facilities and resources must be followed.

### **Acceptable Use**

Students will use the computing and information technology facilities and resources as prescribed or approved by their teacher.

Students will accurately cite information from the Internet. Students will not plagiarize.

Students will abide by copyright laws. Students will not download and disseminate copyrighted materials without the copyright holder's permission.

Students will abide by school procedures.

Students will not share passwords or data.

Students will report all instances of hardware damage or changes to the Windows Desktop or operating system immediately.

### **Safe Use**

Students will not post personal information about themselves or others. This includes their home address, telephone number, picture, route taken to school, parent's hours of work, etc.

Students will inform the teacher immediately when accidental access to inappropriate materials or with unacceptable users has been made.

### **Appropriate Use**

Students will be polite.

Students will not use language that is unacceptable in the classroom, including language that is racist, sexist, harassing, violent, or otherwise unacceptable.

Students will not send messages containing information that would cause discomfort to themselves or others if it were written on a classroom backboard or other public place.



Students will not use the computing and information technology facilities and resources in ways that will disrupt other users. Any tactics which harm or compromise the functionality of the system are forbidden.

Students will assume that all communications distributed on the system are private and confidential and will not disseminate them without permission from the original author.

**Reliability/Accuracy**

While the SCDSB (including your school) strives to maintain the efficient operation of the computing and information technology resources, it does not guarantee their reliability. Additionally, the SCDSB (including your school) does not guarantee the accuracy of information found on the Internet.

**Recourse for Abuse/Misuse**

Students who do not follow this procedure and those rules provided by their teachers and their school's Code of Conduct will have their computing and information technology privileges suspended pending review. Recourse and disciplinary measures are outlined in the school's Code of Conduct. Legal recourse may also be applied for criminal activities