POLICY: INTERNET AND ELECTRONIC COMMUNICATION		# 406
SECTION: 400 : Facilities and Equipment		Page 1 of 8
APPROVAL/REVISION DATE: March 2, 2009	EFFECTIVE DATE: March 10, 1009	REVIEW DATE: March 2014
CROSS REFERENCE:	Form "A" - Student Application for Internet Access and Use Policy #401 - Micro-Computer Technology - Copyright, Licensing and Purchasing Guidelines Policy #504 - Computers Across the Curriculum Policy #710 - Student Relations and Discipline Policy #712 - Selection of School Library Learning Materials Student Registration/Information Form	

A. **POLICY**:

The Thunder Bay Catholic District School Board believes that appropriate, filtered and well-supervised use of information technologies must reflect and support our Mission Statement.

In keeping with this belief, staff must promote the knowledge, skills and values related to information technologies. The Board also believes in the importance of staff and students developing a respect for the power and use of this technology.

The goal of this policy is to provide a principled framework for the effective use of information technology in a manner which complements, enhances, and achieves these educational objectives within the context of our Mission Statement.

B. **PROCEDURE:**

1. The Board will provide all schools with hardware, software and networking capabilities to facilitate use of computers and the Internet as an integral part of the curriculum program. Any hardware or software purchased by individual schools must be compatible with the existing systems. The Internet is accessed from well-managed points where filtering occurs. These points are subject to the approval of the Superintendent of Business and Corporate Services

2. This policy will be made available on the Board's web site. It is the responsibility of the Employee to review it annually.

3. Principals will ensure that all teachers review Appendix A - Computer and Information Technology with their students each fall. Related to Internet use, all students must have a signed "Student Application for Internet Access and Use" placed on file in the school. JK to Grade 3 students will use teacher selected and scrutinized internet sites only.

4. Schools will follow the criteria contained in the Appendix B - School Website Development when developing and maintaining their school website. To post student work and/or group photos on the school website, parental/guardian consent must be obtained annually through completion of the Website Participation section of the Student Registration/Information Form and placed on file in the school.

5. The Principal and teachers will ensure careful and appropriate supervision and use of the computer and Internet resources. Both student and staff member as users are ultimately responsible for their use or misuse of the Board's computer facilities.

6. The Principal will provide a copy of this policy to their School Council, post it prominently within the school, and make available a copy to any parent or student upon request.

APPENDIX A

COMPUTER AND INFORMATION TECHNOLOGY

1. USE OF BOARD COMPUTER FACILITIES

The Board provides computer facilities to students for the sole and limited purposes of achieving the educational goals set out in this policy statement and in the curricula established by the Ministry of Education and the Board. Recognizing the value and contribution that computers and technology provides, it is the intention that students will use these resources wisely and only for the stated purposes of their studies.

Students shall not use the Board's computer facilities in a manner that compromises the provisions of this policy statement, which includes, but is not limited to personal or financial gain.

In the event that students are uncertain as to whether a use or proposed use of the Board's computer facilities contravenes this policy statement, they shall consult with the teacher who will make the final determination. It should be made clear that a violation of the policy may result in disciplinary action.

2. SOFTWARE USAGE

Students shall not access, use, or upload from any other source onto the Board's network or onto the hard disk of any computer in the school, or download from any other source onto the Board's network any software other than software programs approved for use by students and staff within a school by the Principals in consultation with the Computer Services Supervisor.

The approved list of software is to be determined by the Superintendents and Principals. The licensing for computer programs stipulates the number of workstations on which they can legally be used. This limit must not be surpassed. Software that has a single copy license may not be loaded onto a second computer. The second installation constitutes an illegal copy. Only software that has been legally obtained for use at the school is to be loaded onto the network or onto the hard disk of any computer in the school. The Principal is responsible for ensuring this practice.

Software or demonstration disks that have been legally obtained for evaluation prior to purchase may be loaded onto a computer for the term specified in the evaluation arrangement made with the supplier. After that time, it is to be removed from the equipment. The installation and removal of software is under the supervision of the Computer Services Supervisor and Board Network Technician.

Software that has been purchased for home use cannot legally be installed on the school's computers. Requests for software installation are to be directed to the Computer Services Supervisor, Network Technician, and/or Principal.

All computer systems are monitored regularly by Board Technicians to regulate the software that is on the systems. Unapproved software found on the system will be removed and the removal reported to the Principal.

3. NETWORK USAGE

Students have an obligation to access and use the Board's local area computer network responsibly and with regard to others' privacy and others' rights. Students have an obligation not to intentionally compromise the integrity or operation of the Board's local area network.

Users shall not directly or indirectly or from any source whatsoever:

- tamper with, willfully access and/or modify system files, open files containing confidential information, or other files for which they have not been given access;

- use logins other than their own;

- conduct activities that might be detrimental to the integrity of the computer, network or system; or

- conduct activities that are wasteful of network resources or that degrade or disrupt network performance. Such activities include, but are not limited to, unauthorized online games, entertainment software or media, "broadcast" messages, "chain letters" and generating unnecessary printing.

4. **TRANSMITTING & ACCESSING INFORMATION THROUGH THE INTERNET**

The Internet is recognized as a powerful learning tool that allows users to access a wide range of global information and communication world wide. Students have an obligation to use the Board's computer facilities to access and/or transmit information through the Internet in a responsible manner. The purpose of the Internet is to support the education process. Anyone accessing the Internet via Board computers must do so in accordance with the beliefs of this policy statement.

Students shall not access and/or transmit or attempt to access and/or transmit any files, information, materials or communication through the Internet which:

• contain 'Inappropriate Information' or 'Confidential Information'

• are unrelated to the educational purposes prescribed by this policy statement, the Board, the Principal or the teacher, as the case may be;

• are designed to tamper with or have the potential to facilitate the tampering with the data or networks maintained by the Board or any other person;

• would violate copyright or licensing restrictions associated with such files, information or materials.

Security on any computer system is a high priority, especially when the system involves many users. If a potential security problem on the Internet is identified, students must notify the teacher.

5. **E-MAIL COMMUNICATIONS POLICY**

Whether communicating with students or staff within the Board or with any other person users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

• be polite in all communications;

• use appropriate language;

• caution should be exercised in giving out personal information;

• do not use the network in such a way that you would disrupt the use of the network by other users;

• e-mail communications shall not include any 'Inappropriate Information' or 'Confidential Information' and

• users shall not make or transmit any communication in contravention of applicable laws nor shall users transmit any files, information, or materials designed to tamper with data or networks maintained by the Board or any other person.

Students should be aware that the Board has the right to inspect any e-mail communications transmitted through or pursuant to its network. The Board encourages students to use private computer facilities to conduct communications of strictly private or personal nature.

6. **FAILURE TO COMPLY WITH POLICY**

The school Principal has the right to suspend any user's access to the Board's computer facilities for a period to be determined by the Principal in the event of a breach of this policy. The failure by a student to comply with this policy statement shall be dealt with in accordance to the Code of Behaviour.

Students should also be aware that certain breaches of this policy statement may constitute an offence under Canada's Criminal Code and other applicable legislation. Where appropriate, offences of this nature shall be reported to the police and will be dealt with accordingly.

7. **DEFINITIONS**

"Approved Software" means software programs approved for use by students and staff within a school by the Principal.

"Confidential Information" includes any and all files, information, materials, or communications of a personal or private nature described by the Education Act, the Municipal Freedom of Information and Protection of Privacy Act or any similar provincial or federal legislation.

"Inappropriate Information" shall mean files, information, materials, or communications including any of the following but not restricted to:

• hateful, racist, or discriminatory material;

• threatening material;

• profanity

• pornographic or obscene material;

• material which expresses opinions or beliefs of a personal nature unrelated to the educational objectives referred to in this policy statement;

• commercial advertising or similar material; and

• any material deemed by the Board and/or Principal to fall within one of the categories set out above.

APPENDIX B

SCHOOL WEBSITE DEVELOPMENT

PURPOSE

1. The school site introduces external visitors to the school's presence, location, purpose, organization, curriculum activities, and interests.

2. The site points external visitors and internal users to valuable school and local curriculum resources and offers an opportunity to publish student work.

3. The site may point internal users to outside information resources which are relevant to the classroom curriculum.

CONTENT STANDARDS

1. The content of a school website must be consistent with the Mission Statement of the Thunder Bay Catholic District School Board.

2. Concern about the content of any page(s) created by students or staff should be directed to the Principal of that school.

3. There must be a link back to the Board's Home Page on the first page of the submission using the Board logo as the icon to identify the link.

4. Schools must assume the responsibility of keeping information accurate.

5. All web pages must include the school's e-mail address. Such correspondence is to be directed to the Principal/designate.

6. Web pages must not contain any commercial or promotional advertising.

7. Personal student or staff Home Pages are not to be posted on Board web servers or school websites.

8. School web pages must not use copyrighted materials without permission.

SUBJECT MATTER

1. All subject matter on the web pages should relate to curriculum instruction, school authorized activities, and general information that is appropriate and of interest to others.

QUALITY

1. All web pages should be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) to objectionable material.

OWNERSHIP

1. Subject to the rights of contributors, the following shall be the sole and exclusive property of the Board. Any works contributed to a school site, the website and all of the files, information, materials, graphics, photographic or other images, logos, trademarks, trade names, and any other intellectual property whatsoever featured on or incorporated in the Website. Schools cannot use copyrighted material on the Website without written approval by the source.

SECURITY AND PRIVACY

1. All web pages must be consistent with Freedom of Information Guidelines.

2. No school page content should provide the means for people to contact any student directly. If communication back to the school is needed, it should be directed to the Principal/designate.

3. Photographs of students included on the school's web pages must not include student names. School teams and organizations may be identified, titled, but no individual identification of team members. When using photographs of persons on the school website, the school must obtain authorization from the parent/guardian on an appropriate form.

4. First names can be used for samples of student written work or art work.

5. Schools must not use filenames for pages and images which include student names.

6. Web documents may not include any information which indicates the physical location of a student or group of students, other than attendance at a particular school or participation in school activities (team events, class trips, etc.).

7. Web pages may not include any personal information or photographs regarding school staff, teachers, students, and volunteers without permission. However, school staff, teachers, and volunteers may be identified by first initial and last name only.

TECHNICAL AND DESIGN STANDARDS

1. A school webmaster is responsible for the uploading of files to the server.

2. All school web sites will be located on the Board's web server or a server authorized by the Board.

3. All web pages should avoid excessive dependence upon sound clips, tiled backgrounds, movie clips, large graphics, and other disk space intensive items that may require considerable time to download.

4. Documents should be thoroughly tested before posting.

5. Final decisions regarding access to active web pages for editing content or organization will rest with the Principal.

6. All web pages should be clearly identified and linked back to the school's Home Page.

7. Links to other sites should be curriculum specific and grade appropriate. Verify their validity and remove when not needed. Avoid a large number of external links.

8. All hyperlinks connecting web pages to the school website or external sites must be approved by the Principal.

9. Links may be made to search engines as allowed by our content filtering system.

10. Schools are prohibited from establishing their own internet presence either by physical connection outside of the Board's private address space or by pursuing registration of their own internet domains. School websites are to be hosted in the Board's data centre.

APPENDIX C

GUIDELINES FOR STAFF

INTERNET ACCESS

Access to the Internet and related functions are provided to employees of The Thunder Bay Catholic District School Board for educational/business use only. However, personal use of this equipment may be allowed within current equipment operating standards. Examples of where personal use may be accepted include during coffee and/or lunch breaks, and/or outside working hours. Personal use will also be subject to the terms provided herein. Any decision to scrutinize staff internet usage, as outlined below, rests with the Superintendents or Director of Education.

GUIDELINES

1. Never include anything in an e-mail message which is meant to be private and/or confidential. E-mail is sent unencrypted and is easily readable. Classified and extremely sensitive designated information must not be transmitted via e-mail unless encrypted, or protected by other approved methods.

2. Thunder Bay Catholic District School Board has software and systems in place that can monitor and record all Internet usage. These security systems are capable of recording each World Wide website visit, each chat, newsgroup, or e-mail message, and each file transfer into and out of internal networks, and we reserve the right to do so at any time. No employee should have any expectation of privacy as to his or her Internet usage.

3. Thunder Bay Catholic District School Board reserves the right to inspect any and all files stored in private areas of the network in order to ensure compliance with this policy. Incoming and outgoing e-mail constitutes official records and therefore is subject to existing Thunder Bay Catholic District School Board policies and regulations.

4. The display of any kind of sexually explicit document, image, video or sound on any Thunder Bay Catholic District School Board system is a violation of this policy and may also constitute violation of our Harassment & Discrimination policy. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.

5. If you find yourself connected accidentally to a site that contains sexually explicit or material promoting hate towards any group or individual, you must disconnect from that site immediately, regardless or whether that site had been previously deemed acceptable by any screening or rating program. Should you receive any unwanted or improper information or material (i.e. student reports/information) you should delete it immediately and report to your Supervisor/Principal.

6. Thunder Bay Catholic District School Board's Internet facilities and computing resources must not be used knowingly to distribute sexually explicit material or material promoting hate towards any group or individual, and/or violate any laws or regulations. Use of any Thunder Bay Catholic District School Board or client resources for illegal activity is grounds for immediate disciplinary action, up to and including dismissal, and we will cooperate with legitimate law enforcement activity.

7. Employees with access may download any documents and software pertaining to their day to day duties and/or the operation of the School Board. All software installations must comply with the vendor's registration requirements, and documentation relating to registration must be maintained by the user/department. All Board workstations may be subject to audit to ensure the utility is in compliance with registration requirements.

8. Employees may not use Board time or equipment to download entertainment software, media (i.e. MP3's or MPEG) or games, or to play games against opponents over the Internet.

9. No employee may use Board facilities knowingly to download or distribute pirated software or data.

10. No employee may use Thunder Bay Catholic District School Board's Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.

11. No employee may use Thunder Bay Catholic District School Board's Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Thunder Bay Catholic District School Board

STUDENT APPLICATION FOR INTERNET ACCESS AND USE

TERMS and CONDITIONS for INTERNET ACCESS

Signed application required for all students accessing the Internet

The Internet is recognized as an essential tool for learning, and it is necessary that students understand the appropriate use of this technology in accordance with the Internet and Electronic Communication Policy.

All students using Internet access will:

1. Act as witnesses to the truth and values of the Catholic faith reflecting the Board's Mission Statement and the school's Code of Behaviour.
2. Obtain permission from their teacher before accessing the Internet.
3. Perform download activities only with teacher permission, and scan such programs for viruses.
4. Back out of or collapse the window of any site that is transmitting unacceptable information or graphics and notify teacher.
5. Use proper, socially acceptable language.
6. Properly footnote and include in a bibliography any information that is obtained from the Internet and incorporated into an assignment.
7. Report any security problem to the teacher

Students will not:

1. Use obscene language, or language reflecting racial, ethnic or religious prejudice.
2. Provide personal information about themselves or others through the Internet (name, phone number, address, etc.).
3. Arrange to meet anyone as a result of Internet contact.
4. Send or display any offensive pictures or messages.
5. Use the Internet for product advertisement, commercial or profit purposes.
6. Violate copyright laws.
7. Use someone else's computer access.
8. Violate security systems that have been put into place to protect computers, file servers, networks and users, both within and outside the Board.
9. Use Internet access in any ways that will waste finite resources such as printer paper, hard drive spaces, diskettes, printer ribbons/cartridges and any other materials provided by the Board.

Consequences will apply to students who do not honour these terms and conditions.

I have read and agree with the terms and conditions listed above, in accordance with Board Policy.

Students should be aware that the Board has the right to inspect any e-mail communications transmitted through or pursuant to its network. The Board encourages students to use private computer facilities to conduct communications of strictly private or personal nature.

Student Name (Please Print)	Student Signature

Parent/Guardian Signature (required if student is under 18 years of age)	Date