



APPROPRIATE USE EXPECTATIONS

Educational Objective

We are very pleased to provide internet, computer, and network resources to students and staff of Evergreen Catholic School Division. This access offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools. With access to these resources all over the world comes the availability of material that may not be deemed educational in value in the context of the school setting.

The Division has taken reasonable precautions to monitor access to controversial materials. However, in an environment where internet access is ubiquitous, it is impossible to control all access points available to users. We firmly **believe that the valuable information** and interaction available through these resources far outweighs the possibility that users may procure material that is not consistent with the educational goals of Evergreen Catholic School Division. We also believe that computer security cannot be achieved by specialists and security software alone. Computer security and digital citizenship require commitment, responsibility, and involvement of everyone dealing with information.

The use of these resources, in addition to the use of personal electronic devices in the school, is a privilege, not a right, and inappropriate use will result in revocation of those privileges. We expect students and staff to adhere to the expectations set out below.

Definition

In this Appendix, “Division resources” means Evergreen Catholic School Division’s entire computer and digital media network, including but not limited to computers, servers, smartphones, software, internal and external networks, and personally-owned devices connecting to them.

Expectations

1. Users will use Division resources to access educationally relevant materials consistent with the Division’s educational goals.
2. Users will use Division resources for legal purposes only. Any illegal activity on Division resources may be reported to law enforcement as per Administrative Procedure 352 – Interrogation and Searches.
3. Users will not use Division resources to access inappropriate material.

Some examples of inappropriate material may include material that is sexually explicit, hateful or discriminatory, harassing, or intimidating.



4. Users will not use Division resources for personal or commercial gain, or to sell anything, except if it is for a school-sponsored event or project.
5. Users will not use Division resources to bully or harass any person.
6. Users will not vandalize any Division resources or try to breach security. This includes damaging or infecting any computer hardware, software, network, or information on them, including creating computer viruses. Users will not attempt to access any users' information, or any other "hacking" activity, or attempt to access any material which they are not authorized to access.
7. Users will not download games or attempt to install any software on Division resources, unless specifically allowed for a school project.
8. Users will not use Division resources to access internet gambling sites.
9. Users will respect the copyright on all material accessed through the internet and adhere to the Fair Dealing Guidelines found here: www.fairdealingdecisiontool.ca. All materials from the Internet should be cited, just as other materials would be cited.
10. Users may not waste, monopolize, or disrupt Division resources.
11. Users must not reveal personal information about themselves or others over the internet, such as their name, phone number or address.
12. Security Expectations
 - 12.1 Appropriate password guidelines are to be followed:
 - 12.1.1 No passwords may be given out to anyone including teachers. Staff members, teachers or Technical Services may not request your password for any reason.
 - 12.1.2 Technical Services does not retain a list containing passwords. No username and password lists may be maintained anywhere in the Division.
 - 12.1.3 One user account credential is provided per user and is for the exclusive use of the employee or student to whom it has been provided.
13. If users feel they can identify a security problem or vulnerability in the computer system, they agree to notify a staff member immediately. The user agrees not to demonstrate the problem to others.
14. Any files, messages or documents residing on Evergreen Catholic School Division's computers may be subject to public information requests and may be accessed by the Division.



Reference: Section 31, 32, 33, 52, 53, 196, 197, 222 Education Act
Freedom of Information and Protection of Privacy Act
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
ATA Code of Professional Conduct