



MOOSONEE DISTRICT SCHOOL AREA BOARD

ADMINISTRATIVE PROCEDURE STUDENTS: NO. 340	
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STUDENT USE OF THE INTERNET

PURPOSE

The Moosonee District School Area Board has developed this administrative procedure to address the implications of student use of technology in terms of safety, privacy, and intrusion into the school environment. This procedure states clear expectations for students to practice responsible and ethical behaviour in their use of computers, the internet, and related technology.

Students are required to promote responsible use of shared resources and to refrain from unauthorized access or abuse. They are required to use computers as educational and Communications tools and to avoid any use which has a negative impact on a safe, caring, and orderly school.

PROCEDURES

1. Educational Purposes and Ethical Use

- 1.1. The Moosonee District School Area Board makes advanced technology available to its students because of the increased learning opportunities this access brings. The Board believes that computer technology is essential to bringing the school into full participation in the information age by allowing students to access and use information sources from distant computers, to communicate and share information with other students and staff, and to significantly expand their knowledge base.
- 1.2. All students must be aware of this administrative procedure, and of the ethical and security issues involving the use of the internet before accessing the system.
- 1.3. Students shall use internet access only for educational purposes and research, consistent with the learning expectations of the Ontario curriculum. Students shall refrain from use of technology for any of the following specifically prohibited purposes:
 - a) to transmit any material in violation of any national or provincial regulation, including, but not limited to, copyrighted material and threatening or obscene material;
 - b) to access resources or the data of others for any purpose without authorization, whether at school or elsewhere;
 - c) to send messages or files containing digital information likely to result in loss or disruption of the recipient's work or system ("viruses"), or to load such messages or files onto the networks;
 - d) to commit any illegal act;
 - e) to intentionally obtain or send any materials which are or might be considered to be inappropriate, obscene, pornographic, abusive, offensive, or harassing;
 - f) to obtain or attempt to obtain any material or item prohibited by the school; or

- g) to use the networks for commercial activities, product advertisement, political lobbying, or for games.

- 1.4. The principal will decide what constitutes materials which are or might be considered to be inappropriate, obscene, abusive, offensive, harassing, illegal, or what constitutes any other violation of these regulations. Any appeal of the decision will be to the supervisory officer.
- 1.5. Penalties for violation of these procedures may include temporary or permanent withdrawal of computer privileges, discipline up to and including suspension from school, and/or other disciplinary measures, including the involvement of law enforcement agencies.

2. **Network Etiquette**

- 2.1. The use of the internet is a privilege, not a right, and students are expected to abide by the generally accepted rules of network etiquette.
- 2.2. Students are expected to:
 - a) engage only in legal activities;
 - b) be polite, and never abusive in messages towards others;
 - c) use appropriate language, with no swearing, vulgarities, or any other inappropriate language;
 - d) avoid revealing a personal address or phone number, or revealing this information about anyone else; and
 - e) recognize that electronic mail (e-mail) is not guaranteed to be private, and that people who operate the system have access to all mail and will report to authorities any messages relating to, or in support of, illegal or inappropriate activities.

3. **Security**

- 3.1. Security is a high priority on any computer, especially when the system involves many users.
- 3.2. A student must protect his or her password to ensure system security.
- 3.3. A student must never allow others to use the student's password.

4. **Vandalism and Harassment**

- 4.1. Students must not engage in vandalism—that is, any malicious attempt to harm or destroy any equipment at the school, the internet or other networks that are connected to any part of the internet, or the data of another user.
- 4.2. The use of technology for harassment is strictly forbidden. Students must not use technology for the persistent annoyance of another user, or to interfere with another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

5. **Procedures for Use**

- 5.1. Student users must always get permission from their instructors before using the network or accessing any specific file or application.
- 5.2. All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resource for other non-academic activities when other users require the system for academic purposes.
- 5.3. Users shall not waste supplies, such as paper.

- 5.4. If users encounter material which is controversial and which parents, teachers, and administrators may consider inappropriate or offensive, it is the user's responsibility to immediately exit the website and to alert the teacher.
- 5.5. All users must agree to talk softly and work in ways that will not disturb other classmates.

6. **Parent Permission Letter**

The appendix found at the end of this administrative procedure provides a letter to be used to obtain parent permission for use of the internet and student agreement for responsible use.

7. **No Warranties**

- 7.1. The Moosonee District School Area Board makes no warranties of any kind, whether express or implied, for the provided access.
- 7.2. The Board is not responsible for any damages incurred, including, but not limited to:
- a) loss of data;
 - b) personal property used to access these resources;
 - c) the accuracy, nature, or quality of information stored or gathered through Board- provided access; and/or
 - d) unauthorized financial obligations incurred through the Board-provided access.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1 Positive School Climate
Education Act, Section 265 Duties of Principal: Discipline and Care of Pupils and Property
Education Act, Part XIII Behaviour, Discipline and Safety
Ontario Regulation 298 Operation of Schools, Section 23 Requirements for Pupils
Municipal Freedom of Information and Protection of Privacy Act
Personal Information Protection and Electronic Documents Act Criminal Code
Ontario Human Rights Code Copyright Act
 Ontario Regulation 472/07 Behaviour, Discipline and Safety of Pupils
 PPM No. 128 The Provincial Code of Conduct and School Board Codes of Conduct
 PPM No. 144 Bullying Prevention and Intervention
 PPM No. 145 Progressive Discipline and Promoting Positive Student Behaviour
 The Provincial Code of Conduct and School Board Codes of Conduct

Board:

Board Policy GOV-09 Safe Schools: School Code of Conduct
 Administrative Procedure 245 Effective Use of Technology
 Administrative Procedure 341 Personal Electronic Devices
 Administrative Procedure 376 Student Discipline: Progressive Discipline
 Administrative Procedure 377 Student Discipline: Bullying
 Administrative Procedure 378 Student Discipline: Suspension
 Moosonee Public School Code of Conduct

MOOSONEE DISTRICT SCHOOL AREA BOARD

TECHNOLOGY USE AGREEMENT FOR MOOSONEE PUBLIC SCHOOL STUDENTS

Student Name: (please print)	
Parent or Guardian:	
Please sign below and return this form to the school. The terms and conditions outlined in the Technology Use Standards for Students (attached) should be kept for future reference.	
As the parent or guardian of this student, I have read the student version of the Technology Use Standards document and reviewed it with my child. I understand that internet access is designed for educational purposes. I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold it responsible for inappropriate materials acquired by my son/daughter on the internet. The administration of the school may deny, revoke, or suspend specific user access.	
Permission:	
Parent or Guardian: (please print)	
I hereby give permission for my child to access the Internet in the school.	
_____	_____
Parent/Guardian Signature	Date
I have read and understand the Technology Use Standards and agree to follow them.	
_____	_____
Student Signature	Date
Comments or Recommendation:	

MOOSONEE PUBLIC SCHOOL TECHNOLOGY USE STANDARDS FOR STUDENTS

The purpose of the internet is to support research and education by providing access to extensive resources. These Technology Use Standards, along with the school's Code of Conduct, provide the standards to help students exercise personal discretion and responsible choice. If a student does not follow the direction of his/her teacher, the student's internet privileges may be lost.

Code of Conduct for Users of the Network/Internet

1. **Everyone will be treated with common courtesy and respect, therefore:**

- I will not use bad language of any type, including swearing, name-calling, or threats.
- I will follow the rules of Internet etiquette.
- I will not try to learn or use the passwords of others.
- I will not copy, change, or use files belonging to another student.
- I will not knowingly introduce any computer virus.
- I will not download any resources for permanent storage without permission.
- I will not attempt to disrupt the computer network or bypass security.

2. **The Internet can be a dangerous place, therefore:**

- I will not share my password with anyone else.
- I will not tell anyone my home address, phone number, or personal information.
- I will not agree to a personal meeting with anyone I encounter online.
- I will not retrieve or send inappropriate information of any type.
- If I accidentally come across anything on the internet that I think is inappropriate, I will tell my teacher.
- I will not use CHAT programs on the Internet.
- I will not use MyK net, (or similar websites) on school computers.

3. **Computer programs do not belong to me, therefore:**

- I will not make copies of software found on school computers.
- I will not give, lend, or sell copies of software to others.