

## **140 - NETWORK, COMPUTER, AND EMAIL ACCEPTABLE USE**

### **Background**

Students, staff, and administrators of Wild Rose School Division have the opportunity to access the Wildrose.ca network to facilitate educational and professional growth objectives. It is understood that the Wild Rose School Division does not have sufficient resources to monitor every aspect of network use. However, the purpose of these procedures is to foster the independent use of the network, subject to compliance with procedures and standards for appropriate network behavior and communication. The following procedures apply to all users when they access any Wildrose.ca network connection.

### **Procedures**

#### **1. Privileges**

The use of Wildrose.ca Network is a privilege, not a right, and inappropriate use will result in disciplinary action. Based on this administrative procedure, the Superintendent or designate, or the school principal in conjunction with the system administrators will deem what is appropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration and school staff of Wild Rose School Division may request the system administrator to deny, revoke, or suspend specific user accounts or specific privileges such as internet or email use at any time as required.

#### **2. Property**

The Wildrose.ca network and E-Mail system is the property of Wild Rose School Division. Unauthorized use of the network and E-Mail system is prohibited. Access to the network and E-Mail and other on-line systems of Wild Rose School Division is a privilege granted to users by Wild Rose School Division and may be revoked or withheld at the discretion of the Superintendent or designates.

#### **3. Privacy**

Users do not have a personal privacy right in any matter created, received, stored in or sent from the Wildrose.ca network or E-Mail system. The Superintendent or designate reserves the right to access any files to determine whether or not an employee or student is using the system for items of true "educational value". Wild Rose School Division may at times and without prior notice, monitor and review E-Mail messages and web site retrieval by network users to ensure proper use.

#### 4. Personal Safety

Think always of your own personal safety while using the Wildrose.ca network or E-Mail systems. Protect your privacy, as well as the privacy of others.

The following rules will help promote your personal safety:

- 4.1 Do not give out personal information (address, telephone number, parents' work address/telephone number, or name and location of your school).
- 4.2 Let someone in authority know right away if you come across any information that makes you feel uncomfortable.
- 4.3 Never agree to get together with someone you "meet" on-line.
- 4.4 Never send a personal picture or any other personal information.
- 4.5 Do not respond to any messages that are inappropriate, mean or in any way make you feel uncomfortable.
- 4.6 If you are being harassed let someone in authority know.

#### 5. Accounts and Passwords

Users must obtain an authorized account and password from the Wild Rose School Division Technology Services Department in order to access the Wildrose.ca network and E-Mail system. The user must consider the account and password confidential and must not share the account or password with any other person or leave the account open or unattended at any computer system. Failure to maintain the confidentiality required may result in loss of access or privileges at the discretion of the Superintendent or designate.

#### 6. System Use and Maintenance

Users should periodically remove or erase their files from their folders or E-Mail messages from the division's server. E-Mail or other files stored on a division file server are not considered private property and may be removed by the authorized Technology Services personnel without prior notice to the user.

#### 7. Acceptable Use

The use of your account must be in support of education and research and consistent with the educational objectives of Wild Rose School Division. Transmission of any material in violation of any Federal or Provincial statute or regulation is prohibited. This includes, but is not limited to the following:

- 7.1 Network use is restricted to only those users that have been issued an authentic username and password by the Wild Rose School Division Technology Services Department.
- 7.2 Downloading or transferring copyrighted materials to or from any Wildrose.ca computer without the express consent of the copyright owner is a violation of federal law and is expressly prohibited.
- 7.3 All unauthorized and unlicensed software is prohibited on the Wildrose.ca network.

- 7.4 Users will not engage in illegal or unethical acts, including use of network access to plan or carry out any scheme to defraud or to obtain money, or other things of value by false pretenses, promises, or representations; or to damage or destroy computer-based information or information resources.
- 7.5 Any use of the Wildrose.ca network for receiving or sending defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive or illegal material or other inappropriate activities is strictly prohibited. Individuals are encouraged to report any abuse to the appropriate authorities.
- 7.6 Use of E-mail and other Wildrose.ca network communications facilities to harass, defame, offend, or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material, or otherwise annoy other users of the networks is forbidden. Each user has the responsibility to report all such violations.
- 7.7 Downloading or transmission of pornographic, obscene or other socially unacceptable materials is strictly prohibited.
- 7.8 Network users shall not allow any other person to use their password/key or to share their account. It is the user's responsibility to protect E-mail accounts from unauthorized use by changing passwords/keys periodically and using passwords that are not easily guessed.
- 7.9 Any attempt to circumvent system security, guess passwords or in any way gain unauthorized access to local or network resources is forbidden.
- 7.10 Users may not move, repair, reconfigure, modify or attach external devices to the networks.
- 7.11 Network users will not knowingly engage in sending messages and files containing any form of digital information or encoding that is likely to result in loss or disruption of the recipient's work or system.
- 7.12 Network users will not engage in gaining access to any resources, entities or data of others for any purpose without authorization.
- 7.13 Network users will not engage in activities that are wasteful of network resources or that degrade or disrupt network performance including other networks and systems accessed over the Internet.
- 7.14 Network users will not engage in plagiarism of information obtained via Wildrose.ca network.
- 7.15 Network users will not engage in the breaking of confidentiality of any user, revealing personal information such as phone numbers or addresses of others, or otherwise invading the privacy of others over the network.
- 7.16 Network users will not use the Wildrose.ca network for private or business use or for political purposes.

## 8. Warranties

Wild Rose School Division makes no warranties of any kind, whether expressed or implied, for the service it is providing. Wild Rose School Division will not be responsible for any damages you suffer. Without limiting the generality of the

foregoing, this includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Wildrose.ca network is at your own risk. Wild Rose School Division specifically denies any responsibility for the accuracy or quality of information obtained through this service.

#### 9. Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Wildrose.ca network, you must notify a system administrator or principal as soon as the problem is identified. Do not demonstrate the problem to other users. Attempts to log-in to the system as any other user will result in disciplinary action. Attempts to log-in to Wildrose.ca network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Wildrose.ca network.

#### 10. Updating Your User Information

The Wildrose.ca network may occasionally require new registration and account information from you to continue the service.

#### 11. Computer and E-mail Misuse and Abuse

Computer misuse and abuse may result in cancellation of network privileges for a defined period of time or in perpetuity and may result in other school disciplinary action. Serious offences may be referred to the RCMP for investigation and possible criminal charges if the offence warrants such action.

Reference: Section 12, School Act