

Sir William Mulock Secondary School

Computer / Internet Acceptable Use Policy / revised Sept 2013

Rationale

It is the intent of Sir William Mulock Secondary School to provide electronic educational resources and services, including wireless access to the Internet, to all students and staff. The following rules and procedures will ensure that network security and integrity are maintained and that all users understand the responsibility that accompanies the privilege of computer use.

The policy is designed to allow users to explore and utilize our school network and the Internet, for educational purposes, without adversely affecting other people or implicating themselves or the school in any illegal or socially unacceptable activities.

At times, students will be accessing our computer network and Internet services with minimal supervision by teachers and staff. Students may be communicating and collaborating online and with teacher supervision using various Google and Web 2.0 apps, social network sites and educational sites. Each user has a personal responsibility to adhere to the intent, spirit, and rules as set out in this policy and the York Region District School Board's Policy #194, Appropriate Use of Technology.

Contravening these policies may result in progressive discipline to address student behaviour. The range of consequences may include but are not restricted to: counselling, withdrawal of privileges, withdrawal from class, detention, restitution for damages, peer mediation, restorative practices, suspension, expulsion, and criminal prosecution. This could have an impact on student achievement and/or credit attainment.

It must be made clear that all use of the school network and computer resources are for educational use only. The use of the school network is to assist in expanding the student's ability to be a creative, collaborative and communicative critical thinker and a 21st century learner.

Specific Rules of Conduct

- a) All expectations of the school's Code of Behaviour are considered to be appropriate and in effect when using computers at Sir William Mulock Secondary School.
- b) All use of the Internet and the school's computer network must be in support of curriculum based research and consistent with the educational purposes of Sir William Mulock Secondary School
 - Frivolous use of the network is not permitted. This includes but is not limited to: game playing, streamed audio/video, web based e-mail for non curriculum related items. Facebook or other social networking sites, such as sending greeting cards, checking sports scores and/or sports pools, is prohibited unless approved by the teacher.
 - Computers, mobile devices and cameras are not allowed in the change rooms. Please lock them in your locker during healthy active living classes (unless instructed to bring them).
- c) The user is responsible for his/her school network account and computer.
 - The user must not allow another person to use his/her computer account under any circumstances. The sharing of accounts is strictly prohibited.
 - The user must keep his/her password confidential and shall immediately report to the school principal if s/he suspect that another person has access to his/her account.
 - The user's workspace is for school related files only.
 - It is critical that all personal machines have the latest updates for operating systems, virus protection and software to ensure the safety and security of the machine.
 - Files from outside sources (home, Internet, etc.) MUST be virus scanned before being used on the school network. It is the user's responsibility to keep files of a viral nature off any school computers and the school network.
 - Sir William Mulock Secondary School staff members have the right to view any material stored in a student's personal directory located on the school server.
 - Since the school may periodically clean out students' personal directories located on the school server without notice, the student should maintain a backup copy of any important files s/he wishes to retain.

- d) The user shall not interfere with the functioning of Sir William Mulock Secondary School's network, or any other network.
- The user will not attempt to gain unauthorized access to or cause a disruption in service to any computer system.
 - The user will not use the school's computer network to develop programs that harass others or infiltrate a computer system and/or cause damage.
 - The user will not intentionally seek information about, browse or obtain copies of or modify files, passwords or data belonging to other people.
 - The user will not attempt to find or exploit any gaps in system security on the Sir William Mulock Secondary School network or any other system. If the user notices any security weaknesses or suspects anyone of tampering with system security, s/he MUST notify the School Administration immediately.
- e) The user is responsible for the content of messages sent from their account.
- There is no such thing as "private" email: compose all email as if it could and will be read by the entire world.
 - Sending messages over the network and the use of Internet Chat programs or accessing social network websites is prohibited unless authorized by a teacher for academic purposes.
- f) The user shall not use his/her account or computer while at school to access, create or distribute any material, which may be considered as obscene, pornographic, homophobic, harassing, racist, inflammatory, malicious, fraudulent, or libellous.
- The YRDSB or the principal of the school and/or the access provider shall be the arbiters in the determination of what materials or activity may fall into these categories.
- g) The user shall respect the intellectual and property rights and laws, including copyright, of others.
- The user is responsible for assessing whether or not the file (text, sound and/or image) has copyright on it and must properly reference (cite/footnote) any materials to be used in student work.
 - Plagiarism will not be tolerated. Ignorance will not be accepted as a defence.
- h) The user will not download or upload any executable (program), MP3, images, audio or video files from or to the Internet, without the express permission of the teacher.
- Installing programs onto the network or on school workstations is NOT allowed without permission from the school administration.
 - No programs on the school's computers shall be copied without the express permission of the school administration.
 - No posting of images, sounds or videos recorded within the school or on the school grounds is permitted without the express permission of the school administration.
- i) Treat all computer equipment with care and respect. Hardware or software shall not be destroyed or abused in any way.
- Hardware, software and network configurations are never to be changed on school workstations.
 - Found technology items should be brought to the main office.
 - Report any damage to the supervising teacher immediately. Do not attempt to repair the damage to a machine that does not belong to you.
 - Students are not to move, disconnect or remove any school computer or any of its components from its original location without express permission from the School Administration
 - No food, drink, or snacks are to be consumed anywhere near a school computer.
 - There is no YRDSB technical support for personal devices.

We have read, understand and will abide by the Sir William Mulock Secondary School Computer / Internet Acceptable Use Policy and York Region District School Board's Policy #194, Appropriate Use of Technology.

Student Name: _____ Student Signature: _____

Parent Signature: _____ Date: _____