

APPENDIX A

ELEMENTARY SCHOOL ACCEPTABLE AND SAFE USE PROCEDURE

The Durham District School Board is pleased to provide you with access to a variety of computing technology. Computing technology in Durham is provided for educational purposes, not for public access.

Please review this procedure with your parent/guardian. Procedures and rules regarding the use of computing technology in Durham must be followed.

Acceptable Use

I will use the computing technology as instructed by my teachers.

I may use the Internet when a teacher is present or I have special permission to do so.

I will only use computing technology facilities for recreational purposes when I have permission from my teacher.

I will never use schools computing technology for Cyber-bullying, visiting unacceptable sites, and/or illegal activity.

I may quote another person's work if I acknowledge it in a reference note.

I will not buy or sell materials using school computers.

I will follow the school rules when using and downloading any files and software.

I will keep my password secret and not misrepresent my identity.

Safe Use

I will never give out personal information about myself or others on the Internet without my teacher's instruction. This includes my last name, age, sex, home addresses, telephone numbers, pictures, videos, routes taken to school, parents' hours of work, etc.

I will only use my first name if I am working with a project where I communicate with other people.

I will inform my teacher immediately if I find materials and sites I should not see.

I will inform my teacher immediately if I am ever uncomfortable or frightened on the Internet (because another user is not using acceptable behaviour).

I will seek help from principals, teachers and parents when someone tries to Cyber-bully me.

I will report Cyber-bullying to principals, teachers and parents.

Appropriate Use

I will be polite. I will only use language that is acceptable in my school.

I will send messages that contain words or information I would write on a classroom blackboard.

I will not use the computing technology in any way that will harm the system or another person's work.

I will respect the privacy of others. I will not go into another person's private mail or files or post information about others on the internet without their consent.

Reliability

I understand that the teachers and technicians try to ensure that the computer and technology facilities work. However, I understand that the computer and technology facilities may be unavailable sometimes.

I understand that information found on the Internet may be false, and I must learn to think critically and evaluate on-line information and their source(s).

Abuse/Misuse of the System

I understand that I must follow the rules and procedures in Appendix A and those given by my teacher. If I do not follow these rules, I may have my computer privileges taken away and have to visit the principal to review my actions.

My actions are bound by my school's Student Code of Behaviour and the board Student Code of Conduct, which states that a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, engaged in a school-related activity, or engaged in conduct that has a relationship to the school or school community.

APPENDIX A:

SECONDARY SCHOOL ACCEPTABLE AND SAFE USE PROCEDURE

The Durham District School Board is pleased to provide you with access to a variety of computing technology. Computing technology in Durham is provided for educational purposes, not for public access. They will help you to achieve your learning outcomes, research requirements, and assist with career preparation.

Please review this procedure with your parent/guardian. Procedures and rules regarding the use of the facilities and resources must be followed.

Acceptable Use

Students will not engage in cyber communications that cause someone to fear for his or her safety.

Students will use the computing technology as prescribed or approved by their teacher.

Students will not engage in Cyber-bullying, visiting unacceptable sites, and/or illegal activity.

Students will not engage in posting writing on the internet that is designed to insult or injure a person's reputation.

Students will accurately cite information from the Internet. Students will not plagiarize.

Students will abide by copyright laws. Students will not download and share copyrighted materials without the copyright holder's permission.

Students will abide by school procedures.

Students will not share passwords or data or misrepresent their identity.

Students will report all instances of hardware damage or changes to the desktop or operating system immediately.

Safe Use

Students will not post personal information about themselves or others. This information includes last name, age, sex, home addresses, telephone numbers, pictures, videos, routes taken to school, parents' hours of work, etc.

Students will inform the teacher immediately when accidental access to inappropriate materials or with unacceptable users has been made. Students will seek help from principals, teachers and parents when victimized by Cyber-bullying. Students will report Cyber-bullying concerns to principals, teachers and parents.

Appropriate Use

Students will be polite.

Students will not use language that is unacceptable in the classroom, including language that is racist, sexist, harassing, violent, or otherwise unacceptable.

Students will not send messages containing information that would cause discomfort to themselves or others if it were written on a classroom blackboard or other public place.

Students will not use the computing technology ways that will disrupt other users. Any tactics which harm or compromise the functionality of the system are forbidden.

Students will assume that all communications received are private and confidential and will not disseminate them without permission from the original author. Students will not collect or distribute personally identifiable information about others on the Internet.

Reliability/Accuracy

While the Durham District School Board (including your school) strives to maintain the efficient operation of the computing technology, it does not guarantee their reliability. Additionally, the Durham District School Board (including your school) does not guarantee the accuracy of information found on the Internet.

Recourse for Abuse/Misuse

Students who do not follow this procedure AND those rules provided by their teachers and their school Student Code of Behaviour will have their computing technology privileges suspended pending review. Students are reminded that the board Student Code of Conduct states that a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, or engaged in a school-related activity, or engaged in conduct that has a relationship to the school or school community. Recourse and disciplinary measures are outlined in the school Student Code of Behaviour, Safe School Act, and Provincial Code of Conduct. Legal recourse may also be applied for criminal activities.