



## Choice School Policy Manual

### INTERNET USE POLICY S-19

#### Policy Statement

Choice School endorses the provision of Internet services to support student learning. The school also wishes to inform parents of the benefits of Internet access to students (and school employees) but, at the same time, advise parents of the potential for misuse of this technological resource. The school provides Internet access for students (and school employees) but affirms that it will not permit the creating, distributing, or accessing of any material that is not suitable for student learning. This policy covers access to the Internet with both school provided equipment and that equipment students may bring from home.

#### Procedures for Policy S19 – Internet Use

To ensure that students and school employees with benefit from the school's Internet resources, all users are expected to adhere to the guidelines listed below. All users must be made aware that the purpose of the Internet in Choice School is to facilitate communication in support of research and education as well as other authorized school use (accounting, ordering, etc.).

- 1) Computing equipment provided the School is intended for school-related purposes only. This includes business and administrative functions directly in support of the school's operations and educational purposes.
- 2) Access to computers in the school offices, administrative offices, and library shall only be for authorized persons. These computers are off-limits to students and others. There are numerous computers with Internet access available to students throughout the school.
- 3) Using the school's computers and Internet account for illegal, obscene, harassing, or inappropriate purposes, or in support of such activities, is prohibited.
- 4) When interacting with others outside the school (through e-mail, etc.), users are expected to conduct themselves in a responsible, ethical, and polite manner in accordance with appropriate behaviour.
- 5) Users are advised that school computer systems are Choice School property and may be inspected or monitored at any time.
- 6) Inappropriate use of Choice School computers includes, but is not limited to, the following:
  - transmit any materials in violation of Canadian laws;
  - duplicate, store, or transmit pornographic materials;
  - transmit or post threatening, abusive, obscene, or harassing material;



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- duplicate, store, or transmit copyrighted material that violates copyright law;
  - participate in pyramid schemes or chain mail; or,
  - harassment other users.
- 7) Users may not violate, or attempt to violate, the security of Choice School's computers, data or Internet equipment or services.

Any attempt at unauthorized access to data on business office computers, school office computer, administrative personnel computers, or librarian computers will result in disciplinary action.

Any attempt to vandalize Choice School's computers may result in suspension or expulsion (student) or termination of employment (employee). Vandalism is defined as any malicious attempt to harm or destroy data on Choice School's computers or physically destroy these computers, monitors or printers. This includes, but is not limited to, the uploading or creating computer viruses.

Use of authorized passwords by unauthorized personnel or students is prohibited.

- 8) Users may not:
- use abusive, vulgar, profane, obscene, harassing, or other inappropriate language;
  - criticize the spelling, writing, or keyboarding of others; or,
  - re-post personal electronic mail
  - share passwords with others;
  - distribute or use anyone else's password;
  - reveal anyone else's personal address, phone number, or picture (from the Internet); or,
  - use Choice School computers or Internet access for business purposes or anything else not related to school/education business.
- 11) Any user (student or school employee) who receives, or is aware of inappropriate communication or behavior is to report this information to the school Principal.
- 12) Using the Internet in Choice School is a privilege, not a right. Choice School, through the Principal has the authority to deny the use of the Internet in Choice School to any person (student or employee) who violates any of the procedures in



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this policy. Any student who is found to be using the Internet to download unacceptable material, create a virus, send unacceptable messages through e-mail on school computers, or vandalize any school computer equipment will be suspended and possibly expelled from school. More serious situations (sending threatening e-mails) could lead to criminal charges. Any employee (teacher or non-teaching) found to be using the Internet and school computers in an unacceptable manner could face discharge. Also, a serious Internet protocol violation could bring criminal charges.