



SECTION 6:

OPERATIONS

ACCEPTABLE USE GUIDELINES FOR TECHNOLOGIES AND RESOURCES

Supporting Policies

Supporting Procedures

Supporting Protocols

Supporting Templates and Forms

Guidelines, Checklists and Other Board Resources

External Resources

Approved:

1. PURPOSE

ADSB recognizes the benefits that technology can bring to support student learning, staff development, communication with stakeholders, and other administrative and operational activities aligned with the core business functions of the District.

All users of the Algoma District School Board (ADSB) information technologies and resources are required to know and abide by the ADSB Acceptable Use Guidelines. These guidelines define responsibilities for the safe and acceptable use of information technologies and resources of the ADSB in support of the Board’s policy on [Use of Information Technologies and Resources \[Section 6\(42\)\]](#).

2. PRINCIPLES OF DIGITAL CITIZENSHIP

ADSB supports and encourages responsible use of technology guided by the following principles of digital citizenship (<http://digitalcitizenship.net> , Digital Citizenship in Schools, Mike Ribble):

- 2.1. **Digital Access:** Technology users need to be aware that not everyone has the same opportunities when it comes to technology.
- 2.2. **Digital Commerce:** Technology users need to be competent consumers when engaging in the online purchase of goods and services by ensuring transactions are made on appropriate and secure sites.
- 2.3. **Digital Communication:** Technology users need to recognize the wide variety of communication mediums available to them, and need to consider the most appropriate time, place, and method, when collaborating and communicating with others.



- 2.4. **Digital Literacy:** Technology users need to be accepting of new and changing technologies and willing to learn and use them in the workplace and in the learning environment.
- 2.5. **Digital Etiquette:** Technology users need to understand and use appropriate standards of conduct or procedures when using their technology.
- 2.6. **Digital Law:** Technology users need to be aware that their online actions are subject to real world consequences.
- 2.7. **Digital Rights and Responsibilities:** Technology users need to recognize the basic digital rights and responsibilities extended to all users.
- 2.8. **Digital Health and Wellness:** Technology users need to recognize both the physical and psychological effects long-term technology use can have.
- 2.9. **Digital Security (self-protection):** Technology users need to recognize the importance of protecting themselves in an online environment.

3. TERMS & CONDITIONS OF USE

ADSB information technology facilities and resources are made available to students in support of their learning, research requirements and career preparation; to teachers in support of their instruction, research, professional development and administrative activities; to staff in support of their assigned responsibilities; and to other authorized users for defined purposes.

3.1. Responsibilities of All Users

3.1.1. All users are responsible for:

- i. familiarizing themselves with these procedures and abiding by the expectations and restrictions;
- ii. respecting technology resources provided for their use by ADSB through proper use and care of equipment and resources;
- iii. using technology resources in ways that do not disrupt other users or compromise the functionality of the system.

Note: Occasional personal use is acceptable. Excessive personal use is not acceptable and will be addressed when necessary.

3.2. Personal Electronic Devices

The ADSB supports the use of Personal Electronic Devices. The following guidelines apply:

- 3.2.1. Personal electronic devices may be used for work, educational purposes and other uses deemed appropriate by the immediate supervisor;
- 3.2.2. The Board is **not** responsible for:
 - a) any information stored on personal electronic devices;
 - b) any vandalism, damage or theft of personal electronic devices;
 - c) any software licensing or installation of software on personal electronic devices;
 - d) providing support for setup, configuration or general support issues related to personal electronic devices;



- e) data loss or providing any backup of data stored on personal electronic devices;
- f) guaranteeing access to the Internet or approved materials for personal electronic devices;
- g) any transmission of viruses, malware, spyware to personal electronic devices.

3.3. Personal Safety

- 3.3.1. Students will not post personal contact information about themselves or others (e.g. full name, address, telephone number, etc.).
- 3.3.2. Students will promptly disclose to their teacher or to another school employee, any messages they receive that are inappropriate or make them feel uncomfortable, and any requests for personal information.

3.4. Illegal Activities

- 3.4.1. Users will not make use of the ADSB system to engage in any illegal activities (e.g. logging into another user's account, attempting to access the personal data of others, spreading viruses, etc.).

3.5. System Security/Monitoring

- 3.5.1. Users are responsible for the confidentiality of their individual username and password (e.g. sharing passwords, use their individual account for other web services, email, post or display their or any Board username and password).
- 3.5.2. Users will immediately notify an immediate supervisor if they have identified a possible security problem and follow through with any privacy/security breach procedures.
- 3.5.3. Users will not intentionally search out security problems. This may be construed as an illegal activity.
- 3.5.4. Users will follow the Hardware/Software Acquisition Process for any software installation requests.
- 3.5.5. ADSB technology resources and all data stored on Board technology are owned and may be accessed by the Board. The Board collects data to assist in monitoring the health of technology.
- 3.5.6. The Board has the right to monitor the individual uses of its technology. With due cause, the Board has the right to review data located on any storage device, whether on servers or on an individual workstation, with or without prior notification of the user.

3.6. Inappropriate Language

- 3.6.1. Restrictions against inappropriate language apply to both public and private communication.
- 3.6.2. Users will not engage in cyberbullying and personal attacks (e.g. prejudicial, discriminatory attacks, harassment, post false or defamatory information, etc.).

3.7. Respect for Privacy

- 3.7.1. Users will not broadcast a message that was sent to them privately without permission of the person who sent them the message.
- 3.7.2. Users will not post private information about another person.



3.8. Respecting Resource Limits

3.8.1. Users will check their network storage space and Board e-mail frequently, deleting unnecessary items promptly as each user is assigned limited space.

3.9. Plagiarism and Copyright Infringement

3.9.1. Users will not plagiarize works that they find on the Internet (e.g. text, images).

3.9.2. Users will familiarize themselves with and respect copyright laws, licensing agreements and Board policies.

3.9.3. Software is for use only on equipment for the purposes of which it is licensed.

3.9.4. Installing personal software on Board equipment is prohibited.

3.10. Inappropriate Access to Material

3.10.1. Users will not use the ADSB system or their own technology / personal electronic devices to transmit, relay or receive information materials that are profane or obscene (pornography), that advocate illegal or dangerous acts, that are malicious, inappropriate and/or unlawful, or that advocate violence or discrimination towards other people (hate literature).

3.10.2. If a user inadvertently accesses such information, they must immediately disclose the inadvertent access to the appropriate supervisor/ manager. This is to protect users against allegations that they have intentionally violated the Acceptable Use Guidelines.

3.11. Misuse and Consequences of Misuse

3.11.1. Users must report any hardware, software or security problem immediately to their supervisor. Disclosure of any hardware, software or security problem to other users is prohibited (e.g. finding or exploiting security gaps, experimenting on the school's network, using the Board system to disrupt the use of the system by other users, etc.).

3.11.2. Vandalism is prohibited. Vandalism is defined as any malicious attempt to disrupt, degrade, harm, modify, disable or destroy data or property of another user or organization, computer or network hardware or software, wiring or network system itself. This includes, but is not limited to, the uploading, creation transmission or installation of computer viruses, viral files or malicious software.

3.11.3. If an ADSB computer user violates any of the above terms and conditions, one or more of the following consequences may occur:

- i. suspension or cancellation of use of access privileges;
- ii. payment for damages and repairs;
- iii. discipline under other appropriate Board policies, including suspension, expulsion, exclusion or termination of employment; or
- iv. civil or criminal liability under other applicable laws.

Should an infraction occur, Board and/or school administration may immediately revoke user privileges at any time. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the Board's WAN and all related services.

APPENDIX A – ADSB Website Protocol

1. Website Design Protocols

- 1.1. All ADSB Acceptable Use Guideline provisions will govern material placed on the Web.
- 1.2. Web Pages shall not:
 - a. Contain the full name, address, or phone number of students.
 - b. Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner.
 - c. Contain links to sites containing materials that would be contrary to ADSB Acceptable Use Guidelines.
- 1.3. Prior to posting first names or photos of students or staff on the web page, a signed release form must be obtained. (Appendix B). For students under 18 years of age, the release form must be signed by a parent/guardian. Full names of students are not be used.
- 1.4. Document file names for pages and images must be checked to ensure that individuals' names do not appear (e.g. marysmith.gif, jimpaul.gif).
- 1.5. Each Web site will include contact information and the e-mail address of the Webmaster.
- 1.6. All web pages must include a link to the Algoma District School Board's web page.
- 1.7. Commercial advertising must not be included unless approved in advance and consistent with ADSB policies.
- 1.8. The content of all web pages must be consistent with the educational goals of the Algoma District School Board and be consistent with the Mission, Vision and Values.
- 1.9. Hyperlinks from web pages to non-ADSB sites are permitted for educational purposes but these links must be checked regularly to ensure the links are functioning and the content remains appropriate.
- 1.10. No automatic content is to appear on web pages (e.g. RSS Feed, Twitter).
- 1.11. No content shall enable people accessing the page to contact any individual directly or indirectly without that individual's knowledge and consent.

2. Websites

Websites will follow the Website Design Protocols listed above, as well as:

2.1. ADSB Website

- a. Material will be reviewed by appointed individuals for appropriateness before placement on the ADSB Web Site.

2.2. School Websites

- a. Material presented must meet the educational objectives of ADSB, be consistent with Board policy and Ministry legislation.
- b. The principal holds the responsibility for content, copyrighted materials and protection of privacy on all web pages created for the school.
- c. Only Board employees and those designated by the Information Technology department may manage and maintain school websites, under the direction of the principal.



- d. The school principal will be responsible for final approval of information on all main school pages. The principal, in consultation with the teachers of a school, shall select and review learning media for web page posting in accordance with Board Policy.
- e. The school principal or designate will be responsible for coordinating the school's Web pages. All material originating from the school will be consistent with current ADSB policies and procedures.
- f. The school's web page must include a link to the Algoma District School Board's web page.
- g. School web pages created on non-Board servers for curriculum or communication purposes must be linked directly from a web page residing on an ADSB server.

2.3. Teacher Websites

- a. Material presented must meet the educational objectives of ADSB, be consistent with Board policy and Ministry legislation and be approved in advance by the school principal.
- b. The teacher holds the responsibility for content, copyrighted materials and protection of privacy on all teacher created web pages.
- c. Teachers shall exercise caution when creating a web page for use with class activities or to provide a resource for other teachers. Teachers will be responsible for maintaining their classroom educational resource pages. All materials on the Web pages will be consistent with current ADSB policies and procedures.

2.4. Student Web Pages

- a. Students are to exercise caution when creating a web page as part of a class activity.
 - Material presented on a student class activity website must meet the educational objectives of the class activity and be approved in advance by the teacher and the school principal.
 - Student Web Pages must include the following notice: ***"This is a student Web page. Opinions expressed on this page are those of the student and may not necessarily reflect opinions of the ADSB."***
 - It will not be considered a violation of a student's rights to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the ADSB Acceptable Use Guidelines or student disciplinary code.

2.5. Management

- a. Review and maintenance will occur on an ongoing basis by the site supervisor.
 - Schools must review and update their own Web pages regularly in order to ensure content is relevant and timely.
 - Sites that do not comply with the ADSB Website Protocol may be disabled until the site complies with the protocol.



APPENDIX B – WEBSITE / MEDIA PERMISSION FORM



I give my permission for the School and the Board to:

| | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| Photograph my child for website and Print Media | <input type="checkbox"/> | <input type="checkbox"/> |
| Video my child for website and Media | <input type="checkbox"/> | <input type="checkbox"/> |
| Display my child's work outside of the school | <input type="checkbox"/> | <input type="checkbox"/> |

Student Name: _____

Parent's Signature: _____

Date: _____

The personal information on this form is collected under the authority of the Education Act and will only be used for the purpose of allowing work or photo/image/video to be placed on the school/board web site. Please contact your principal if you wish to discuss this form.



APPENDIX C – Definitions

1. **Internet** means global electronic communications system connecting computers all over the world through which individual subscribers can interact and share information.
2. **Intranet** means a network of computer servers holding and sharing information that is accessible only from within an organization.
3. **Board Internet** means the Internet or Intranet, running over the WAN
4. **Wan** means Wide Area Network
5. **Personal Electronic Device** means any non-Board mobile devices (laptops, tablets, and smart phones, etc.) brought to an ADSB facility.
6. **Virus** means a destructive computer program that copies or attaches itself to an existing program without your permission.
7. **Digital Citizenship** refers to the norms of appropriate and responsible behaviour with regard to technology use.
8. **Electronic Device** means portable or stationary equipment which can be used for the purpose of communication, data management, entertainment, word processing, accessing a wireless network, internet or intranet access, image capturing/recording, sound recording, information transmitting/receiving and accessing technology.
9. **Supervisor** refers to any employee who is overseeing people using technology. For example, superintendents, principals, vice-principals, teachers, supervisors, and managers.
10. **Technology** refers to electronic content, data, communication, and equipment.
11. **User** means all staff, students, trustees, parents on school councils, and approved volunteers, parents/guardians, community partners and community members. i.e., any person using Algoma DSB technology equipment or personal devices in the District’s learning or work environment.
12. **School web site** means a web site that is hosted on Algoma DSB servers and/or directly accessed from them, and linked to the Algoma DSB main pages.
13. **Web pages** are all Board, school, teacher, web pages hosted on Algoma DSB servers and/or directly accessed from them.
14. **IRC** means Internet relay chat or Chat. Chat is a method of communicating with others on line in real time. Users meet at a particular site to discuss subjects. Private conversations are also possible.
15. **ISP** means Internet Service Provider. A user with an account, either obtained free, or for a fee, dials in to an ISP to connect to the World Wide Web.
16. **Automatic content** from the web is content which can be displayed automatically on a web page without being vetted and authorized by a Board employee. Examples could include guest books or message boards.