



SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE STREET, SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670

<http://www.scdsb.edu.on.ca>

**ADMINISTRATIVE
PROCEDURES
AND GUIDELINES
APG #SS18**

**STUDENT RESPONSIBLE
USE OF
INFORMATION TECHNOLOGY**

PREAMBLE

The Sudbury Catholic District School Board (the “Board”) is committed to establishing guidelines and expectations regarding the ethical and responsible use of the Internet and Information Technology. Students are expected to abide by the Student Responsible Use of Information Technology Agreement.

GUIDELINES

- 2.1 Teachers shall provide students with instruction on the appropriate use of the information technology as per the Student Responsible Use of Information Technology Agreement annually. If other electronic communications methods are to be used they shall be accompanied by instruction on appropriate use and associated risks. Teachers shall advise students that the Board will from time to time and without prior notice to the student, access and/or monitor the Board’s electronic information systems and/or student owned devices used on school premises and/or during school related activities.
- 2.2 Teachers shall ensure that students accessing the Internet during instructional time do so as part of an instructional plan.
- 2.3 Teachers shall address the student inappropriate use of technology on school premises.
- 2.4 The Board reserves the right to monitor the Board’s electronic information systems. The Board may access and/or monitor these systems at any time without prior notice
- 2.5 Failure to comply with the Student Responsible Use of Information Technology Agreement may result in the loss of computer/network privileges, financial compensation to the Board, pursuance of criminal charges, and/or other disciplinary action consistent with the School/Board Code of Conduct, Board policies, and/or the Education Act.
- 2.6 The Board shall use technology to further educational goals and promote Catholic values

Effective Date: September 1, 2010

Revised Date: December 1, 2010

ADMINISTRATIVE PROCEDURE

- 3.1 Principals will notify parents and/or students over the age of 18 about the existence of a Student Responsible Use of Information Technology Agreement.
- 3.2 Principals will require that students and their parent/guardian sign a Student Responsible Use of Information Technology Agreement prior to the student bringing in any PED, accessing the Internet or any Board owned technology.
- 3.3 Principals will obtain the signatures of students and their parent/guardian on the appropriate Student Responsible Use of Information Technology Agreement annually.
- 3.4 Principals will provide access to guidelines for student safety while using the Internet.
- 3.5 Principals will establish the steps to be taken by students and staff to respond to the inadvertent access in the school to inappropriate/illegal material on the Internet.
- 3.6 Principals will cooperate fully with Education Centre staff and local authorities in any investigation related to any illegal activities conducted through the Information Technology systems of the Board.
- 3.7 Teachers will provide students with instruction on an annual basis in respect to the Student Responsible Use of Information Technology Agreement.
- 3.8 The Board will from time to time and without prior notice to the student access and/or monitor the Board's Electronic Information Systems and/or student owned devices used on school premises.
- 3.9 Principals will be informed as soon as possible of any serious infraction of the Student Responsible Use of Information Technology Agreement. Disciplinary actions of a student will be handled in accordance with the discipline policies of the Board and the school.
- 3.10 Users will abide by the terms of the applicable Student Responsible Use of Information Technology Agreement and refrain from unlawful activity.

TERMS AND CONDITIONS

- 4.1 Unlawful Activity Appendix 'A' of Administrative Procedure.
- 4.2 Information Technology: all forms of technology used to create, store, exchange, and use information in its various forms (data, audio, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived) this includes but is not limited to Internet resources.
- 4.3 School premises include all Board premises including school buses and school related activities.
- 4.4 Student owned devices refers to any electronic device brought on school premises by a student.

REFERENCES/RELATED DOCUMENTS

Board Pamphlet – Safe Surfing on the Internet
Catholic Curriculum Corporation *Ethical and Responsible Use of Information and
Communication Technology*

RELATED POLICIES

BR140 - Technology
SS10 - Code of Conduct
SS11 -Bullying Prevention and Intervention

RELATED FORMS

SAUA1 Student Responsible Use of Information Technology Agreement – Grades
JK-3
SAUA2 Student Responsible Use of Information Technology Agreement – Grades 4-8
SAUA3 Student Responsible Use of Information Technology Agreement – Grades 9-
12

Appendix A

Unlawful Activity

For the purpose of this APG, “unlawful activity” is interpreted broadly and includes any criminal activity or other illegal activity.

The following are examples of “unlawful activity” for the purpose of the APG:

Child pornography	Possessing, downloading or distributing any child pornography.
Intellectual Property	Infringing on another person’s copyright, trade mark, trade secret or any other property without lawful permission
Other Criminal Activity	Using electronic transmission as a means to commit criminal activity (examples include but are not limited to fraud, extortion, sale and/or purchase of restricted goods)
Defamatory Libel	A matter published without lawful justification or excuse, that is likely to injure the reputation of any person by exposing that person to hatred, contempt or ridicule, or that is designed to insult the person. The Libel and Slander Act, RSO 1990, Chapter L.12.
Disclosing or Gathering Personal Information	Disclosing or gathering personal information in a manner inconsistent with the Municipal Freedom of Information and Protection of Privacy Act.
Hacking and other crimes related to computer system	Examples include (but are not limited to): <ul style="list-style-type: none"> -gaining unauthorized access to a computer system -trying to defeat the security features of network connected devices -use of software and/or hardware designed to intercept, capture and/or decrypt passwords or other personal information -intentionally spreading a computer virus -destroying or encrypting data without authorization and with the intent of making it inaccessible to others with a lawful need to access it. -interfering with other’s lawful use of data and technology.
Harassment	Sending or posting electronic messages, without lawful authority, that causes people to fear for their safety or the safety of anyone known to them. (<i>e.g. cyber bullying</i>)
Hate Propaganda	Communicating messages that promote or incite hatred against an identifiable group that is likely to lead to a breach of the peace.
Interception of private communications or electronic mail (in transit)	Unlawfully intercepting someone’s private communications or unlawfully intercepting someone’s electronic mail.
Obscenity	Distributing, publishing or possessing for the purpose of distributing or publicly displaying any obscene material.

STUDENT RESPONSIBLE USE OF INFORMATION TECHNOLOGY AGREEMENT

Primary (Grades JK-3)

STUDENT CONSENT

I agree to:

- Take proper care of the technology I am allowed to use
- Keep my password secret, only sharing with an adult helper who I know
- Use the technology only to help me learn
- Not provide my personal information (name, address, phone number, photograph) to anyone on the Internet
- Tell my teacher about anything on the computer that is inappropriate or makes me feel uncomfortable
- Never use the computer to hurt, frighten, or bully anyone
- Take care when printing, always considering the trees needed to make the paper I use
- Use technology only when asked to do so by an adult

For devices I own, I further agree to:

- Protect my device from loss, damage, or theft
- Keep the device up to date, including antivirus
- Give my device to an adult in my school if requested

STUDENT NAME (PRINTED): _____

STUDENT SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN CONSENT

- I have read and understood the Sudbury Catholic District School Board's Student Responsible Use of Information Technology Agreement (the Agreement) and if applicable, the Board's Personal Electronic Device APG. These are available at the school and on the school and Board website.
- I recognize that this Agreement is designed for my child's grade level and that the full policies and administrative procedures governing my child's use of technology and on the Board's website or from my child's school.
- I will emphasize the ethical and responsible use of technology and caution my child about unsafe communication with others on the Internet.
- I will ensure that media and software on my child's Personal Electronic Device (PED) has been purchased and is legal.
- I grant permission for my child to access networked information technology, inclusive of the Internet and e-mail for educational purposes. I am aware that my child will be given instruction in the proper use of the Internet at school and further recognize that I am responsible to supervise my child's use of the computer and Internet when outside of the school premises.
- I understand that the Board will not service my child's PED, nor will it be liable in the event that the device is lost, stolen, damaged, or otherwise rendered inoperable.
- I understand that the Board will from time to time and without prior notice to the student access and/or monitor the Board's Electronic Information Systems. Students will also provide access to content on their PED when requested.

PARENT NAME (PRINTED): _____

PARENT SIGNATURE: _____ DATE: _____

Information Collection Authorization:

The information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989. Information from this form will be used to enforce appropriate use of the Internet and information technology in accordance with APG - #SS18-P Student Responsible Use of Information Technology. The contact person for queries regarding this information is the Manager of Information Management Services.

STUDENT RESPONSIBLE USE OF INFORMATION TECHNOLOGY AGREEMENT

TERMS AND CONDITIONS

It is the policy of the Sudbury Catholic District School Board (the "Board") to ensure that the Internet and the Board's Information Technology are used to support learning in a manner that is consistent with the Board mission statement, Catholic values and strategic commitments.

1.0 Purpose of the Network (LAN/WAN)

- Use of the information technologies owned or operated by the Board must be used for the purpose of conducting Board business or the provision of an educational program.
- Use of the Board's Wide Area Network and its connection to the Internet for advertisement or monetary profit must have Board approval.
- The Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems

2.0 Network Etiquette and Citizenship

- The Board provides access to the Internet for educational activities defined in the instructional plans of our teachers.
- Users will not post, publish, or display any defamatory, abusive, threatening, sexist, racially offensive, profane, obscene, discrimination based on sexual orientation, illegal and other material found to be offensive.
- The sending or storage of offensive messages from any source is prohibited.
- Users shall not copy information or software in violation of copyright laws.
- Software and resources downloaded will be used only under the terms and conditions specified by the owner or creator of those resources.
- Only authorized staff is to download software or executable (.exe) programs.
- It is prohibited for a user to post messages and attribute them to another user.
- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

3.0 Vandalism

- Transmission of any software having the purpose of damaging computer systems and files (i.e. computer viruses) is prohibited. All software and files downloaded must be systematically checked for viruses before being placed on a school's network.
- Any malicious attempt to harm or destroy the data of any person, computer or network linked to the Board's Network is prohibited and will result in financial compensation to the Board and/or the pursuance of criminal charges and/or other disciplinary action consistent with the School Code of Conduct, Board policy and/or legal authorities.
- Users will not attempt to gain unauthorized access to the Board's system or to any other computer system through the Board's system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of browsing.

4.0 Security and Personal Safety

- Users may not share their passwords or accounts with others and must make all efforts to safeguard this information from unauthorized users.
- Users are advised to refrain from giving out personal information, such as their family name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
- Users will not post identifying photos, videos, or recordings. Any capture of photo, video or audio recording through the use of any PED or sharing/posting of such will only be done with the expressed authorized permission of those involved and/or captured and in accordance with the APG #SS15-P PED's - Students.
- The Board reserves the right to block access to sites and to conduct regular checks of the system as deemed appropriate.
- An individual search will be conducted if there is reasonable cause to suspect that a user has violated the law, the school code of conduct, and/or the Student Responsible Use of Information Technology Agreement. Personal files are discoverable under public records law.

5.0 Inappropriate Material

- Unauthorized interactive gaming will not be accessed through the Board Network.
- Upon access to or receipt of material that is educationally inappropriate and contrary to the Board's Mission Statement, the user shall immediately turn off the display and report the incident to the classroom teacher, staff, and/or immediate supervisor.

6.0 Violations

The principal of the school will deal with violators of the Student Responsible Use of Information Technology Agreement. Students found in violation of the Student Responsible Use of Technology Agreement will face disciplinary action, which may include:

- Suspension from the Board network
- Revoking access to the Internet on the Board network
- Suspension from the privilege of using a PED on school premises
- Suspension from school
- Paying the cost of any damages/losses resulting from the student's inappropriate use of the resources
- Referral to the police

STUDENT RESPONSIBLE USE OF INFORMATION TECHNOLOGY AGREEMENT

Junior-Intermediate (Grades 4-8)

STUDENT CONSENT

I agree to:

- Use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network
- Keep my password secret
- Use the technology only to help me learn
- Give credit to the author of work I find on the Internet and obey copyright laws
- Not provide my personal information (name, address, phone number, photograph) to anyone on the Internet
- Never meet in person with someone I have met online without my parent's approval and participation
- Tell my teacher or any other school employee about anything on the computer that is inappropriate or makes me feel uncomfortable
- Never use any form of electronic communications to harass, frighten, or bully anyone
- Take care when printing and consider the environment when deciding what to print

For devices I own, I further agree to:

- Protect my device from loss, damage, or theft
- Keep the device up to date, including antivirus
- Not run or host servers on my device, including but not limited to web servers, ftp servers, mail servers, file sharing and peer to peer
- Give my device to an adult in my school if requested and provide access to the contents for review
- Obey the direction of school staff with respect to the use of my PED

STUDENT NAME (PRINTED): _____

STUDENT SIGNATURE: _____

DATE: _____

PARENT/GUARDIAN CONSENT

- I have read and understood the Sudbury Catholic District School Board's Student Responsible Use of Information Technology Agreement (the Agreement) and if applicable, the Board's Personal Electronic Device APG. These are available at the school and on the school and Board website.
- I recognize that this Agreement is designed for my child's grade level and that the full policies and administrative procedures governing my child's use of technology are available on the board's website or from my child's school.
- I will emphasize the ethical and responsible use of technology and caution my child about unsafe communication with others on the Internet.
- I will ensure that media and software on my child's Personal Electronic Device (PED) has been purchased and is legal.
- I grant permission for my child to access networked information technology, inclusive of the Internet and e-mail for educational purposes. I am aware that my child will be given instruction in the proper use of the Internet at school and further recognize that I am responsible to supervise my child's use of the computer and Internet outside of the school premises.
- I understand that the Board will not service my child's PED, nor will it be liable in the event that the device is lost, stolen, damaged, or otherwise rendered inoperable.
- I understand that the Board will from time to time and without prior notice to the student access and/or monitor the Board's Electronic Information Systems. Students will also provide access to content on their PED when requested.

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- Users will not post, publish, or display any defamatory, abusive, threatening, sexist, racially offensive, profane, obscene, discrimination based on sexual orientation, illegal and other material found to be offensive.
- The sending or storage of offensive messages from any source is prohibited.
- Users shall not copy information or software in violation of copyright laws.
- Software and resources downloaded will be used only under the terms and conditions specified by the owner or creator of those resources.
- Only authorized staff is to download software or executable (.exe) programs.
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- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

3.0 Vandalism

- Transmission of any software having the purpose of damaging computer systems and files (i.e. computer viruses) is prohibited. All software and files downloaded must be systematically checked for viruses before being placed on a school's network.
- Any malicious attempt to harm or destroy the data of any person, computer or network linked to the Board's Network is prohibited and will result in financial compensation to the Board and/or the pursuance of criminal charges and/or other disciplinary action consistent with the School Code of Conduct, Board policy and/or legal authorities.
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- The Board reserves the right to block access to sites and to conduct regular checks of the system as deemed appropriate.
- An individual search will be conducted if there is reasonable cause to suspect that a user has violated the law, the school code of conduct, and/or the Student Responsible Use of Information Technology Agreement. Personal files are discoverable under public records law.

5.0 Inappropriate Material

- Unauthorized interactive gaming will not be accessed through the Board Network.
- Upon access to or receipt of material that is educationally inappropriate and contrary to the Board's Mission Statement, the user shall immediately turn off the display and report the incident to the classroom teacher, staff, and/or immediate supervisor.

6.0 Violations

The principal of the school will deal with violators of the Student Responsible Use of Information Technology Agreement. Students found in violation of the Student Responsible Use of Information Technology Agreement will face disciplinary action, which may include:

- Suspension from the Board network
- Revoking access to the Internet on the Board network
- Suspension from the privilege of using a PED on school premises
- Suspension from school
- Paying the cost of any damages/losses resulting from the student's inappropriate use of the resources
- Referral to the police

STUDENT RESPONSIBLE USE OF INFORMATION TECHNOLOGY AGREEMENT

Intermediate-Senior (Grades 9-12)

STUDENT CONSENT

I agree to:

- I have read and understood the Sudbury Catholic District School Board's (the Board's) Student Responsible Use of Technology Agreement (the Agreement) and recognize that it is based on Policies and Administrative Procedures governing my use of technology and that these documents are available on the Board's website.
- I agree to abide by the terms and conditions described within the Agreement and the requirements outlined in APG #SS18-P - Student Responsible Use of Information Technology and APG #SS15-P PED's – Students .
- I recognize that failure to comply with the Agreement may result in the loss of computer and/or network access privileges, financial compensation to the Board and other disciplinary actions consistent with the School's Code of Conduct, Board policies and/or legal authorities.

For devices I own, I further agree to:

- Protect my device from loss, damage, or theft
- Keep the device up to date and legal, i.e. commercial software has been purchased
- Ensure that software and firmware is up to date as recommended by the manufacturer
- Not run or host servers on my device, including but not limited to web servers, ftp servers, mail servers, file sharing and peer to peer
- Give my device to an adult in my school if requested and provide access to the contents for review
- Never use any form of electronic communications to harass, frighten, or bully anyone
- Obey the direction of school staff with respect to the use of my PED

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- I understand that the Board will not service my child's PED, nor will it be liable in the event that the device is lost, stolen, damaged, or otherwise rendered inoperable.
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- Referral to the police