



KENORA CATHOLIC DISTRICT SCHOOL BOARD

100 General Administration Procedures

AP 110: Computer Technology Use

The Director of Education supports the need for staff members and students to have school access to computer technology, educational and utility software as well as electronic networks, including the Internet.

The Director of Education and system and school administrators recognize that it is increasingly important for students and staff members to access information and resources responsibly at remote computing sites. The director, supervisory officers and school administrators direct staff members and students to adhere to the regulations of remote computing sites and network service providers. Furthermore, administrators are aware that misuse of networks can infringe on the rights of other users, result in loss of revenues to businesses, and can be illegal.

This administrative procedure and the acceptable computer use agreement will serve to reinforce the commitment to computer technology and help staff and students develop knowledge, values and attitudes about electronic information services and resources and will encourage the effective and judicious use of these technologies.

1. Access

- 1.1** All students will have access to computers.
- 1.2** Teachers and students, whenever possible, will utilize courseware and lesson ware materials that are approved by the Ministry of Education.
- 1.3** Budgetary items will be submitted by the schools to the Board in each budget year to provide for necessary hardware and software.

2. Acceptable Use

- 2.1** Use of board electronic networks and information systems shall be limited to uses related to instruction, research and school administration.

- 2.2 Staff members may access board electronic networks or information systems during the hours specified by the information technology services department.
- 2.3 Before students access board electronic networks or information systems, they shall complete form 040 – Network and Internet Acceptable Computer Use Agreement
- 2.4 This agreement shall be renewed annually.
- 2.5 Copies of the signed agreements shall be filed by the principal or designate and retained for the year.

3. Unacceptable Use

- 3.1 Unacceptable uses of electronic networks and information systems include the following:
 - 3.1.1 uses that violate federal or provincial laws;
 - 3.1.2 activities which are, or could be construed to be, harassment;
 - 3.1.3 uses that threaten or intimidate other users;
 - 3.1.4 uses that unduly interfere with the work of other users or computer systems, or that seriously disrupt the network, or that result in the loss of a user's work or system;
 - 3.1.5 uses related to commercial activities such as the unsolicited distribution of advertising material and sale of products or services;
 - 3.1.6 uses that violate published acceptable use guidelines of network service providers or remote computing sites.

4. Acceptable Use Education

- 4.1 The principal of each school or a designate shall develop an in-school implementation plan for educating students and staff about acceptable use of board electronic networks and information systems.

- 4.2** The plan shall outline:
- what are acceptable uses and unacceptable uses, including security, copyright and Freedom of Information and Protection of Privacy issues;
 - the moral and legal implications of unacceptable use;
 - the consequences and costs of unacceptable use of board electronic networks or information systems;
 - systems to supervise and monitor usage and setting priorities for usage.
- 4.3** The elementary and secondary schools computer work groups shall provide assistance in developing appropriate school implementation plans.

5. Procedures for Dealing with Unacceptable Use

Unacceptable use will be dealt with in accordance to the board’s Code of Conduct.

Form associated with this procedure:

#40 – Network and Internet Acceptable Computer Use Agreement

Legal References:

Education Act S. 265 (1) (j) Duties of Principals: Care of Pupils and Property
Guidelines—Ontario Schools Code of Conduct
Municipal Freedom of Information and Protection of Privacy Act

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