

ACCEPTABLE USE POLICY  
Access to On-Line Resources  
School District #54 (Bulkley Valley)

**Guiding Principles**

This policy shall govern the use of computer equipment, software, the network, email and Internet access provided by the Board of School Trustees of School District No. 54 (Bulkley Valley), to students, employees, contractors and others.

School Board computers, software, networks, electronic systems and access to the Internet (collectively referred to as the "System") are intended for educational and/or research purposes and for conducting valid School Board business. The School district provides access to Internet e-mail capability as well as Internet informational resources, and searching and browsing tools. Use of the System and access to the Internet for any other purpose is prohibited including, without limitation, commercial, criminal, obscene or illegal purposes. Use of the System to again access to inappropriate materials, including, without limitation, obscene or pornographic materials, is prohibited.

Access to the System, including internet resources is a privilege, not a right. Such access is made available only so long as the user complies with the Acceptable Use Policy and such rules and regulations as may be made by the School Board from time to time. Inappropriate or prohibited use may lead to suspension or termination of user privileges at the discretion of the School Board, and possible other consequences including disciplinary action. Use of these resources indicates you agree to comply with the terms and conditions of the use established by the School Board and outlined in this policy.

Use of the System including Internet access, is neither private nor confidential and may be tracked. Use of the System including the Internet, by any individual, may be monitored or reviewed by the School Board system administrator(s) without prior notice.

In the case of misuse or suspicion of misuse of the network or services, the School Board reserves the right to access any files on the system.

The system administrator(s) will not intentionally inspect the contents of users' e-mail, or disclose the contents to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient, unless required to do so by law or the policies of the School Board or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. The school board will cooperated fully with any participating school district, local, provincial, or federal officials in any investigation concerning or relating to any e-mail transmitted on the System.

## **Use of the System**

It is important that users conduct themselves in a responsible, decent, ethical, and polite manner while using the System. The following is a list of examples of prohibited conduct:

- Sending, accessing or displaying offensive or inappropriate messages or pictures
- The placing of inappropriate or unlawful information on the system
- Harassing, insulting or attacking others
- The use of abusive or otherwise objectionable language
- Damaging or tampering with computers, computer systems or computer networks
- Violating copyright laws
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for unauthorized purposes (i.e. commercial, political)
- Unauthorized use of others' passwords

## **Students**

The purpose of student access to the System is to further the learning objectives of a student's educational program. Access entails responsibility. Students may not access the Internet without permission. There is a wide range of material available on the Internet, some of which may be offensive or conflict with the values of some families. The School Board will endeavor to limit access to the offensive material, and may revoke access privileges of students who use the System, or to prevent inadvertent accessing of offensive material. The School Board supports and respects each family's right to decide whether or not to apply for access.

Members of the school community are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behaviour and communications apply.

Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Authorization for access will be granted only when both the student and his or her parent(s) /legal guardian(s) have signed the attached form prescribed by the School Board agreeing to be bound by this policy and any rules and regulations respecting use of the System that are made by the School Board from time to time.

## **Employees**

Employees are required to comply with this Policy and any rules and regulations respecting use of the System that are made by the School Board from time to time. Failure to do so may result in suspension or revocation of some or all of their access privileges and may also result in disciplinary actions, including dismissal.

DECLARATION OF UNDERSTANDING AND ADHERENCE

I have read the School District #54 Access to On-Line Resources – Acceptable Use Agreement, understand it and agree to adhere to the principles and procedures detailed within.

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**Student Users**

School/Site Name: \_\_\_\_\_

Student name (Please print): \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

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**Staff users**

School/Site Name: \_\_\_\_\_

Staff name (Please print): \_\_\_\_\_

\_\_\_\_\_  
Staff Member Signature Date