

**SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)  
POLICY 208-3-**

Effective Date, June 23, 2008

**TECHNOLOGY: STUDENT ACCEPTABLE USE**

Student use of District electronic communication systems must be in accordance with the following regulations.

**REGULATIONS**

1. Students are responsible for their network accounts and all activity taking place in their allotted storage space and under their password. Passwords must not be shared.
2. Students must not use another person's account.
3. District resources must be used responsibly and not for any purpose except educational purposes.
4. Students should conduct themselves in a manner which respects the rights of others and should not include offensive or illegal behaviour.
5. Students using District electronic communications systems are expected to follow the same regulations both during and outside of school hours.
6. Parental written consent is required for students to access District electronic communications systems.
7. Teachers and principals or designates are responsible for ensuring that all students who have access to electronic communications systems have signed a School District No. 73 (Kamloops/Thompson) *Student Use Agreement* (attached) and are aware of Policy 240 "Student Behaviour – Discipline".
8. Teachers and principals are responsible for taking appropriate disciplinary action when this policy is contravened.

Illegal acts committed on or through District electronic communications systems may be reported to legal authorities. Illegal acts may include, but are not restricted to, hacking into systems or deleting files to which the student does not have access privileges, introducing viruses or downloading or copying copyrighted material.

## Student Use Agreement for Elementary Schools

I understand and will ensure that my son/daughter will abide by the *“Expectations for Student Acceptable Use of Electronic Communications Systems”*. I will ensure that he/she uses resources responsibly, respects the rights of others and will not use these systems for unethical or illegal activities. I further understand that any violation of the regulations is unethical and may constitute a criminal offence. I understand that should my son/daughter commit any violations, his/her access privileges may be revoked, school disciplinary action may be taken, and possible legal action may result. I understand that this document will remain in my child’s school file for the school year.

I have read the attached *“Expectations for Students Using Electronic Communications Systems”*. I understand that our daughter or son may access District electronic communications systems which allow them to access resources, communicate with others and to publish their work. I further understand that, should our child’s work be published, it will appear with copyright notice prohibiting use without written permission and such publication will not include personal and private information such as an identifying picture of my child, her/his home address or phone number. I also understand that filtering or blocking software which may be applied to the electronic communications systems is not foolproof and cannot guarantee 100% effectiveness.

We grant permission for our daughter or son to access the electronic communications systems and to publish their work as described above until \_\_\_\_\_.

I grant permission

I **DO NOT** grant permission\*

\* I understand that the school will take reasonable action to prevent student access to the Internet if parental permission is denied. I further understand that it is the responsibility of the student and the parents to avoid accessing the Internet as described above until the end of the school year.

Student’s Name: \_\_\_\_\_

Student I.D.: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

**Reference: Policy 208-3 Electronic Communications Systems in Schools**

### Student Use Agreement for Secondary Schools

I understand and will abide by the “Expectations for Student Acceptable Use of Electronic Communications Systems”. I will use resources responsibly, respect the rights of others and will not use these systems for unethical or illegal activities. I further understand that any violation of the regulations is unethical and may constitute a criminal offence. Should I commit any violations, my access privileges may be revoked, school disciplinary action may be taken, and possible legal action may be taken. I understand that this document will remain in my school file for the school year.

Student’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_ Student ID# \_\_\_\_\_

### Parent Permission Form for Accessing Electronic Communications Systems

Name of Student: \_\_\_\_\_

School: \_\_\_\_\_ Name of Parent/Guardian: \_\_\_\_\_

I have read the attached “*Expectations for Students Using Electronic Communications Systems*”. I understand that our daughter or son may access District electronic communications systems which allow them to access resources, communicate with others and to publish their work. I further understand that, should our child’s work be published, it will appear with copyright notice prohibiting use without written permission and such publication will not include personal and private information such as an identifying picture of my child, her/his home address or phone number. I also understand that filtering or blocking software which may be applied to the electronic communications systems is not foolproof and cannot guarantee 100% effectiveness.

We grant permission for our daughter or son to access the electronic communications systems and to publish their work as described above until \_\_\_\_\_.

I grant permission

I **DO NOT** grant permission\*

\* I understand that the school will take reasonable action to prevent student access to the Internet if parental permission is denied. I further understand that it is the responsibility of the student and the parents to avoid accessing the Internet as described above until the end of the school year.

Parent/Guardian’s Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Parent/Guardian Email Address: \_\_\_\_\_

**Reference: Policy 208-3 Electronic Communications Systems in Schools**

## Expectations for Students Using Electronic Communications Systems

The following are expectations for students accessing the Internet and e-mail through the District's/Schools' networks. Students signing this document agree to the following terms and conditions.

**Inappropriate material:** I will inform my teacher or principal if I come across any site, material information or situations that makes me feel uneasy or uncomfortable, or that I believe may contain inappropriate material. I will not respond to a message sent to me that makes me feel uneasy or uncomfortable. I will not post, send or download inappropriate material.

**Respect for other people's personal information:** I will not post personal information about other people, including family members, fellow students, teachers, District employees or friends. Personal information may include information such as full names, school locations, interests, extracurricular activities, occupations, home or business addresses or phone numbers.

**Posting student's own information on the Internet:** I will not post my personal information anywhere, including my homepage if I have one, through the District or School Internet server. I may however, post school projects and work on the Internet as approved by my teacher. Just as I have been warned in the past about not meeting or talking to strangers, the same is true for using the Internet – I will not meet with anyone I talk to on the Internet without my parent or guardian present.

**Electronic Mail:** Electronic mail is an electronic messaging system which delivers messages through the Internet. Electronic mail allows any Internet user to communicate with another user or group of users through the District or School server. I understand that using e-mail will be at the discretion of the school. The students will ONLY communicate with District provided e-mail addresses.

**School rules apply:** As a student, I understand that all of the rules of expected conduct, appropriate language, fair and respectful comments, and responsible behaviour of a School District No. 73 student and the consequences for breaking those rules apply to my use of any electronic communications systems, including posting and using services on the Internet. I understand the consequences for breaking those rules may result in the limitation or withdrawal of the privilege of having access to the District or School electronic communications systems and of having Internet access. More specifically, without limiting the above, I agree that:

- I will not do anything illegal.
- I will not breach my responsibilities as a student under the *Student Acceptable Use of Communications Systems* when using the District's networked information or the Internet.
- I will not break any regulations regarding student conduct established by the District or my School.
- I will use appropriate language on the Internet, and any statements of opinion that I make will be respectful, fair and not malicious.
- I will not engage in any financial transactions or cause any damage or losses to any person in using a District electronic communications system including posting and using services on the Internet.

I understand that I am personally responsible for my actions, errors and omissions in using a District electronic communications system and accessing the Internet. I further understand the consequences for failing to comply with the terms and conditions of these regulations may well exceed school disciplinary actions, and may include criminal investigations, civil suits or both.

**Responsible Use of the Resources:** I agree to use my time on-line effectively, in posting and using services such as browsing and downloading files. I agree to keep my password secret.

**Plagiarism:** I agree that I will not copy information and claim it as my own.

**Copyright:** In the event that I wish to copy any copyrighted work, if I do not already have legal permission to copy that work, I will ask the original author for written permission to use the graphics or any copyrighted works, including works of art, compositions, text, symbols, sayings, cartoons, excerpts, and quotations. I agree that I will give written credit for sources of information for my work.