

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
INTERNET AND SYSTEMS USE - STUDENTS	IJNDB

I. POLICY

The Internet is a global system of interconnected computers which transmits information between computers around the world through an “information highway”. It provides a valuable means of acquiring and transmitting information for the benefit of the students in the Louis Riel School Division (the “School Division”). The use of the Internet provides students with new knowledge and exciting skills and learning opportunities.

The School Division seeks to ensure that students have the understanding and skills required to use the Internet in ways appropriate to their education, age and information needs.

Student users and parents/guardians of users under 18 must understand that due to its evolving and unregulated nature, some of the information transmitted over the Internet is inappropriate. In addition, the use of the Internet in the educational system presents inherent risks and liability issues for students, the educational system, the School Division, its employees, contractors and others. Therefore, the School Division is responsible to reduce the level of risk and liability by introducing an Internet and Systems Use policy.

The School Division firmly believes that its Internet and Systems Use Policy (the “Policy”) should be open and transparent. In this regard, the Policy below strives to balance freedom of expression and privacy concerns with the protection of its students, the educational system, the School Division and community, its employees, contractors, and others.

II. GUIDELINES

This Policy establishes guidelines for appropriate use of the hardware, software, networks, databases, files, storage devices and materials, web site, e-mail, telecommunications or other systems, including without limitation those systems that support and host the network (the “Facilities”) of the School Division by students and other users (the “Users”) of the Facilities.

Ownership of Facilities

The Facilities belong to the School Division. Users receive access to the Facilities to support educational objectives.

Adopted:	Adopted – June 21 '05	Legal References: Bill 30 - The Safe Schools Charter Amendment to 41 (1) (b)
Revised:		



Use of Facilities

Use of the Facilities is a privilege – not a right. Therefore, except for occasional personal use, the Facilities are to be used for authorized educational purposes only. The School Division will determine in its sole discretion the scope of permissible “occasional personal use”.

Access

Users may access the Facilities only through an approved Facilities firewall.

Direct access by modem is strictly prohibited, unless the accessing computer is not connected to the School Division’s network.

Users shall always log out completely when finished accessing the Facilities, and they shall keep passwords confidential. Users shall run School Division approved virus protection software before opening any e-mail attachments, or running or installing any software programs on the Facilities.

This Policy governs all User activity using the Facilities, regardless of, among other things, the time of day or location of access.

Prohibited Activities - See Appendix A for a complete outline of Prohibited Activities.

Disclaimers - See Appendix B – Disclaimers for which the Division reserves right of use.

Passwords

The School Division expects that system users do not disclose passwords to any third party and can not accept responsibility for personal consequences ensuing for system users who have disclosed their passwords to third parties.

Inappropriate Disclosure

The Facilities are not a secure medium. In communicating with others, Users must exercise at least the same level of care in what they reveal as they do when using other forms of communication. They should not communicate sensitive, confidential or personal information over the Facilities.

Student users are strongly discouraged from agreeing to meet with anyone that they have communicated with using the Facilities. Student users should promptly disclose to supervising staff any communication that they receive through the Facilities that is inappropriate or causes them discomfort.

No Expectation of Privacy

The School Division may (but is not obligated to) monitor, audit, intercept, review, screen, edit, delete, remove, collect, use, store and disclose any information or materials relating to a respective User’s activities using the Facilities (“User Information”). Use of the Facilities is not to be considered private, and Users are advised not to send, store, collect or otherwise transmit any private or personal information on or through the Facilities.

Users consent to the School Division monitoring, auditing, intercepting, reviewing, screening, editing, deleting, removing, collecting, using, storing and disclosing personal, proprietary or confidential information of the User, including without limitation e-mail messages and Internet traffic logs for the following purposes:

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Revised:		



- to determine and ensure compliance with this Policy and related policies;
- to prevent a breach of this Policy,
- to protect students, the School Division, its staff and other users and third parties from fraudulent, unlawful or abusive use of the Facilities, or
- to comply with any legislation, regulation, or government, regulatory or investigative agency request.

Amendments to Policy

Users are not entitled to change, supplement or amend this Policy in any manner whatsoever. The School Division may, in its sole discretion, change, enhance or amend this Policy from time to time, for any reason, and without further notice or liability to Users, by posting a revised Policy on the School Division public web site.

Amendments to this Policy will occur after notice has been provided to Users and the revised Policy has been posted on the School Division public web site

III. PROCEDURES

Teachers must exercise their professional judgement to communicate accurately this policy to students with respect to their age and understanding at the beginning of the school year as follows:

- Elementary: Grades K to 8 and Grade 9 Students as applicable – the home classroom teacher
- Senior High Grades 9 to 12 Students: as determined by the school Principal

Student Users and their Guardian(s) (f the student is under the age of eighteen years) must complete Appendix C - Student Internet and Systems User Agreement as indicated for the appropriate grade level before the Student Users gain access to the Facilities.

- once upon their registration in one of the elementary schools
- and/or upon registration in a Senior Years facility of the Louis Riel School Division

Students shall be encouraged to notify the supervising staff member if they have reason to believe that any User has breached this Policy; such information shall be held in confidence by the staff member.

The School Division may (but is not obligated to) monitor, audit, intercept, review, screen, edit, delete, remove, collect, use, store and disclose any User Information to enforce this Policy.

A violation of this Policy may result in disciplinary action, including, without limitation, possible reprimand, suspension or termination of access privileges to the Facilities, suspension or expulsion from the School Division and/or appropriate legal action.

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