

Acceptable Use IT Policy

Opaskwayak Educational Authority Inc.

Amended and Approved Sept 16, 2014

2014 - 2015



OPASKWAYAK EDUCATIONAL AUTHORITY INC.

APPROPRIATE USE OF COMMUNICATION DEVICES AND ONLINE INFORMATION RESOURCES

1. POLICY STATEMENT

- 1.1 The Opaskwayak Educational Authority (OEA) Board of Directors recognizes that information and communication technology devices have altered the way in which students and staff access information and educational resources as well as instructional practices and student learning.

2. GENERAL

- 2.1 OEA recognizes that information and communication technology devices have altered the way in which students and staff access information and educational resources as well as instructional practices and student learning.
- 2.2 OEA supports the appropriate use of communication devices and access to on-line information resources by students and staff which includes the development of appropriate learning skills to analyze and evaluate such resources.
- 2.3 All staff of OEA and students must adhere to the guidelines for the acceptable use of communication devices and access to on-line information resources.
- 2.4 OEA may impose disciplinary measures for conduct that occurs off school property where there is evidence of an online threat or intimidation which results in a disruption in the school community or is harmful to the physical or mental well-being of students or staff.
- 2.5 Opaskwayak Cree Nation Online Systems Policy approved by Chief and Council will be adhered to by all OEA users when not covered in this policy.

3. DEFINITIONS

- 3.1 **Cyber-Bullying** – Cyber-Bullying is when technology, such as email, mobile phones, chat rooms, and social networking sites, are used to verbally or socially bully another person.
- 3.2 **Filtering of Internet** – OEA has acquired filtering systems in order to assist instructional staff with the selection of appropriate on-line resources.
- 3.3 **Internet** – The Internet is a global network of interconnected computer networks that support a common set of communication protocols which allows for worldwide communications between networked computers. It can be an educational resource similar to student access to software, CD-ROMS, books, magazines, newspapers and videos.
- 3.4 **Local Area Network (LAN)** – A local area network consists of a number of computers linked by network cabling within a local area, such as a classroom or an area within a school. A school facility may have a number of local area networks.
- 3.5 **Multi-Functioning Communication Devices** – A wide variety of Personal Digital Assistants (PDA's) and multi-functioning communications devices including cameras,

video recorders and cellular telephones have incorporated other functions such as e-mail, text messaging and camera/video recording. In addition, these communication devices enable the user to transfer voice, text or data files including photos/videos to other users and/or personal computers.

- 3.6 **Volunteers** – Any community member requested by OEA Schools’ to come in and volunteer their time.
- 3.7 **Social Networking Website** – includes Facebook, Twitter, and other related websites.
- 3.8 **Wide Area Network (WAN)** – A wide area network connects a number of local area networks across a number of locations.

4. **PRINCIPAL** – The Principal shall ensure that:

- 4.1 The guidelines for acceptable use of communications devices and online information resources are incorporated into the school’s “Code of Conduct”, “Hazing”, and “Discipline Policy” and its procedures.
- 4.2 Parents/guardians are informed of the school’s use of online resources including the Internet and that parent/guardian permission is obtained for a student to have access to the Internet, see Appendix 1 for Student Acceptable Use Agreement Form.
- 4.3 Students who have access to online information resources including the Internet shall receive training in the responsible and appropriate use of the Internet.
- 4.4 In school student access to online information resources including the Internet is under direct teacher supervision and guidance.
- 4.5 A range of consequences for the inappropriate use of communication devices and online information resources are developed, including reports of Cyber-Bully, for students and staff. These consequences can include suspension of Internet access privileges and/or other disciplinary action. All staff and students are aware of these consequences. See Appendix 4 for a detailed flowchart of steps to follow for cyber-bullying.

5. **TEACHERS/SUPPORT STAFF** – All teachers and designated support staff shall ensure that:

- 5.1 All students who use school computer networks including the Internet are aware of the ethical use, proper techniques, etiquette and standards for their use.
- 5.2 All students who use school computer networks (WAN) including the Internet are informed of the school acceptable use of communication devices and online information resources guidelines and the consequences for misuse.
- 5.3 Students are guided in accessing appropriate online information resources including the Internet and make arrangements for the temporary dismantling of the Filtering of Internet systems if required for specific projects.
- 5.4 Students and staff who own or use one or more communication devices are aware of the school’s guidelines for access to online information resources, and the consequences for misuse.

- 5.5 The use of communication devices and access to online information resources provided by OEA must be work related.

6. ACCEPTABLE USE GUIDELINES

- 6.1 All use of school LAN including access to the Internet must be consistent with the educational mandate of OEA.
- 6.2 Any use of the Internet for commercial purposes, advertising or political lobbying is prohibited.
- 6.3 Network accounts are to be used only by the authorized owner of the account. The sharing of passwords is prohibited.
- 6.4 All network users shall not seek information on obtaining copies or modified files, data or passwords belonging to other users, or misrepresent other users on the network.
- 6.5 All communications and information accessible by the Internet shall be assumed to be private property.
- 6.6 All copyright issues regarding software information and authorship must be respected. The unauthorized copying or transferring of copyrighted material may result in the loss of network privileges.
- 6.7 Malicious use of the network to develop programs that harass other users, infiltrate a computer or computer system and/or damage the software components of the computer or computer system is prohibited.
- 6.8 Hate mail, harassment, discriminatory remarks and other anti-social behaviours including Cyber-Bullying are prohibited on the network. All users of the school network shall use language appropriate for school situations.
- 6.9 The access or downloading of inappropriate materials, text files or files dangerous to the integrity of the LAN is prohibited.
- 6.10 No student addresses, phone numbers or individual photographs linked to student names may be published without authorization.
- 6.11 The use by students, staff and community member of the camera/video functions of all Multi-Functioning Communication Devices is strictly prohibited in all schools except with the prior permission of the principal for a class or school project. A student release form (see appendix 2) must be signed prior to publication.
- 6.12 Use by students and staff of the telephone and text-messaging functions of multi-functioning communications devices is prohibited during instructional and examination times. These Multi-Functioning Communications devices are not to be visible during these times.
- 6.13 OEA encourages its schools to produce and publish web pages to share students' accomplishments, school goals, objectives and relevant school information.
- 6.14 The development, expansion, revision to a school's website must be authorized by the principal.
- 6.15 The use of social networking websites is prohibited at OEA schools, except for whole classroom or school use under the permission of administration.

7. EMPLOYEE GUIDELINES FOR ACCEPTABLE USE OF OEA E-MAIL SERVICES.

- 7.1 With the spread of telecommunications throughout the modern work place, OEA recognizes that employees will shift the way they share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.
- 7.2 OEA encourages staff to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world.
- 7.3 OEA anticipates that the new systems will expedite the sharing of effective practices and lessons in the schools and will help staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world; see Appendix 3 for further clarification.

8. USE OF CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES BY EMPLOYEES, DIRECTORS, PARENTS, VOLUNTEERS AND VISITORS

- 8.1 OEA recognizes the use of electronic communication devices with capabilities for such things as telephoning; texting; e-mailing, recording digital video, sound, still photos; and internet broadcastings.
- 8.2 OEA also recognizes its social responsibility to provide for appropriate etiquette/guidelines for the use of these electronic communication devices by employees, directors, parents, volunteers and visitors, within the organization facilities and on OEA property.
- 8.3 It is the intent of this policy to manage the use of these electronic communication devices. To that end, the use of personal electronic communication devices will be defined as follows:
 - 8.3.1 Prior to entering OEA schools , all employees, directors, parents, volunteers and visitors in possession of a cell phone and/or electronic communication device must have the device “turned off” or “silenced” so as to prevent any audible tone or ring.
 - 8.3.2 All employees shall not use cell phones while operating any of OEA vehicles or equipment. Use of such communication devices is to take place while the vehicle or equipment is stopped.
 - 8.3.3 Cell phone use by non-instructional staff and other agencies (e.g. RCMP, OCNCFS) in the normal performance of their operational duties is authorized by the Director of Education and or Administrators.
 - 8.3.4 Cell phone use may be authorized by the Director of Education or an Administrator in exceptional circumstances.
 - 8.3.5 Use of an electronic communication devices within the school that are equipped with a digital camera to record video, still shots or sound may only be done with the permission of the Principal of the School or a supervising staff member and with the full advance knowledge and permission of the individuals (signed *Freedom of Information* consent form. See Appendix 2) or groups being recorded.

9. CONSEQUENCES

9.1 Any violation of this policy shall be considered grounds for disciplinary action which may include, but not limited to:

9.1.1 Students – suspension, loss of computer privileges and/or appropriate legal action and discipline actions as outlined in OEA’s Discipline Policy.

9.1.2 Employees – suspension, loss of computer privileges and/or appropriate legal action and discipline actions as outlined in the OEA Personnel Policy (Disciplinary Action).

APPENDIX 1: Student Acceptable Use Agreement Form

ALWAYS WHEN USING ANY TECHNOLOGY EQUIPMENT:

- Do not change any settings on the computer or any of its components.
- Make sure the computer is properly shut down as well as the monitor before leaving your station.
- Treat the equipment with respect and care.
- Report any damages or malfunctions to the supervising teacher.

I ACCEPT THAT:

- The use of technology is a privilege, not a right, and inappropriate use will result on the cancellation of those rights.
- I will use the technology equipment and software for educational purposes only.
- I will always use appropriate language and be polite. I will not use the computer to bully anyone.
- I will not look at anyone else's work on the computer, or make changes, or delete another's work without the permission of a supervising teacher.
- I will not make excessive demands on the network, by downloading music, videos or any similar materials. This might cause an interruption of service for others. No unsupervised downloads are permitted.
- I understand that information on school computers is the property of OEA and may be monitored at any time.
- I understand that any projects stored, with permission, on the server, can be accessed by school personnel. It is essential that all work is stored on a back up device approved by the teacher, or I may lose my work.
- If I am provided with any password, I am expected to keep that password private and respect other students' privacy in the same manner.
- I will not attempt to access any sites that are considered to be inappropriate. School personnel will make sure all students are properly instructed in this area.
- I will not download the work of others from internet sources for research without properly citing the reference. To do so, is plagiarism.
- I understand that it is my responsibility to maintain all notes or projects on 'back up' storage. OEA is not responsible for any damages from loss of data.

- I understand that using a computer is a privilege; therefore, I will **NOT** be permitted to use school computers without the properly signed Appropriate Use Form.
(Students 18 and over may sign the forms themselves.)
- **ANY FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN LOSS OF PRIVILEGES AND/OR FURTHER DISCIPLINARY ACTIONS.**

STUDENT:

Name _____ Date _____

School _____

Homeroom _____

Birthday _____

Age _____

I am the parent/guardian of _____ I give permission for my child to use on and off line computers with the restrictions listed above.

Parental signature

Date

Print Name

APPENDIX 2: JOE A ROSS SCHOOL/OSCAR LATHLIN COLLEGIATE STUDENT INFORMATION RELEASE FORM

The information collected on this form as part of the school registration process is personal information as referred to in the *Freedom of Information and Protection of Privacy (FOIP) Act*. This personal information is collected pursuant to the provisions of the Manitoba Public Schools Act and its regulations, and pursuant to section 32 of the FOIP act as the collection is related directly to and is necessary to a school boards obligation to provide students with an education program that meets their needs and to provide a safe and secure school environment. The *FOIP Act* requires that parents/guardians be advised of the collection and use of personal information that is not authorized under the School Act. This includes many activities that are part of the normal school community interaction and health considerations such as:

1. Individual photos that are taken.
2. Photos and/or videos of classroom and school activities that are taken and used in the school calendar, school yearbook, or for other purposes within the school as well as video monitoring used in the schools and buses.
3. Classroom and team photos that are taken within the school.
4. Student name and description of activities that are used in the school newsletter and other school communication.
5. Student name, photograph, and write-up that are included in a school yearbook (if one is produced).
6. Student names that are included in an honour roll listing, birthday recognition listing (including announcement on PA system), student achievement awards, and graduation roll within the school.
7. Media photographs or videos of classroom and school activities, where individual students cannot be identified may be taken and used by the media.
8. Student names that are used on art work, written material, or other items displayed in the school.
9. The use of student names related contact information and phone numbers.
10. The use of student names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards or scholarships in the event the board applies on a student's behalf.
11. Immunization programs and visual, dental, hearing screening tests.
12. Enabling Parent Advisory Councils to communicate with parents.
13. Other similar activities within the school.

Opaskwayak Educational Authority Inc. Information Release Form

In addition, I grant the school permission to: (check each one you agree to)

- Permission is granted to the _____ to release addresses to school related groups such as graduation.

- Photographs or videos taken or sent into the media or any other organization where individual students are identified or instances where students are interviewed.

- Photographs or videos taken by OEA where the material will be used outside of the school.

_____ X _____

STUDENT NAME	PARENT SIGNATURE	DATE
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NOTE TO PARENTS OF STUDENTS 18 YEARS OR OLDER WHOSE STUDENT WILL BE TURNING 18 DURING THE SCHOOL YEAR.

1. For Parent of students 18 years of age or older or turning 18 during the school year, Please read the following and sign where indicated:

Once a student turns 18, provincial legislation indicates that information cannot be shared with anyone not associated with school (this includes parents). Parents are asked to sign this form to indicate their awareness of this legal requirement.

X _____

Parent signature (or 18 year old)	Date
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2. Students 18 years of age or older, or who will be turning 18 during the school year- please read the following:

Students 18 or older or who will be turning 18 during the school year are asked to give permission to _____ to release information to their parents, guardians, or agencies. It is the student's responsibility to ensure the school has accurate demographic information when they turn 18. It is assumed that any students being sponsored will allow the school to submit reports to their sponsors as requested.

I hereby give permission to the _____ to release information to my parents/guardians.

Student name	Student signature	Date
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APPENDIX 3: EMPLOYEE GUIDELINES FOR ACCEPTABLE USE OF OEA E-MAIL SERVICES

All employees are encouraged to use electronic mail and telecommunications tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Employees with e-mail accounts will be responsible for checking, reading and responding when necessary to e-mail messages regularly during the school year. Furthermore, the Board expects that all staff will use the e-mail system in a responsible and ethical manner. All network and e-mail users are expected to abide by the generally accepted rules of network etiquette.

As such, employees are **NOT** permitted to use the e-mail system:

- ✚ to send unsolicited e-mail messages to groups and/or the entire organization announcing non work-related events or activities;
- ✚ to send personal group messages to schools and/or the entire organization (such as to sell a personal possession, look for a roommate, etc.);
- ✚ to distribute chain letters or to participate in e-mail games or other non-business related activities;
- ✚ to participate in defamatory or other unprofessional attacks on individuals or organizations to access another user's e-mail account for commercial, profit-making or political campaign purposes;
- ✚ to send fraudulent, intimidating or anonymous messages;
- ✚ to share confidential information about students or other employees as e-mail messages are not entirely secure;
- ✚ to send or display offensive messages or pictures;
- ✚ to distribute files that may introduce a virus to the system. All e-mail enclosures are to be verified as virus-free before distribution. As a further precaution, all incoming e-mail enclosures should also be verified as virus-free. The integrity of any files introduced to the system is the sole responsibility of the user;
- ✚ to illegally distribute copyrighted material;
- ✚ to distribute any material in such a manner that causes congestion of networks. (i.e. distribution of excessively large enclosures).

In order to ensure the reliability and integrity of the e-mail system, employees are to be aware of the following:

- ✚ communication over networks should not be considered private;
- ✚ network supervision and maintenance may require review and inspection of directories or messages;
- ✚ messages may sometimes be diverted accidentally to a destination other than the one intended (privacy in these communications is not guaranteed);

- ✚ OEA reserves the right to access stored records in case there is reasonable cause to expect wrong-doing or misuse of the system;
- ✚ the Network Administrator(s) may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly;
- ✚ users should not expect that files stored on OEA servers will be private;
- ✚ any communication over the network are often public in nature, general rules and standards for professional behaviour and communications will apply.

In the event that an employee willfully disregards the acceptable standards for use of the e-mail system as outlined above, the Network Administrator will report violations to the employee's supervisor. The direct supervisor will take appropriate action.

Violations may result in a loss of access and/or disciplinary action up to and including dismissal. When applicable, law enforcement agencies may be involved.

I have read and understand the conditions for employee use of technology and Opaskwayak Educational Authority Inc. "Appropriate Use of Communication Devices and Online Information Resources" policy.

I hereby agree to comply with the above stated rules for E-Mail services pertaining to the acceptable use of technology in the organization.

Employee Signature: _____

Date: _____

Print Name _____

APPENDIX 4

Appendix 4

