

School District No. 22 (Vernon) **REGULATIONS**

Please file in By-Laws, Policy & Procedure Manual

No. 3.16.0

Adopted: Jan 16, 1996

Amended: June 16, 2009

Policy: DISTRICT TECHNOLOGY AND NETWORKED INFORMATION

The computing and telecommunication facilities and services provided by the Board of School Trustees of School District No. 22 (Vernon) are intended for teaching, learning and administrative purposes. Access to District computing and telecommunication resources is a privilege, not a right. Every student and employee and other person having access to any School District computing resources is required to use such resources in a legal, ethical, responsible and professional manner and to comply with Board policy governing the acceptable use of District technology and networked information.

- 3.16.01 District Technology and Networked Information - Acceptable Use
- 3.16.02 Electronic Communications Systems in Schools - Employee Acceptable Use
- 3.16.03 Electronic Communications Systems in Schools - Student Acceptable Use
- 3.16.04 Personal Technology Devices
- 3.16.05 Software Licensing
- 3.16.06 Webpage Content
- 3.16.07 Use of Personal Computers and Laptops at Schools and Other District Sites

3.16.01 DISTRICT TECHNOLOGY AND NETWORKED INFORMATION - ACCEPTABLE USE

The computing and telecommunication facilities and services provided by the Vernon School Board are intended for teaching, learning and administrative purposes. As such, School District computing and telecommunication resources are used to enhance educational programs and to conduct School District business.

REGULATIONS

1. Each student, employee and other person having access to any School District computing resource is required to use such resources in a legal, ethical, responsible and professional manner.
2. The publication and posting of information on any School District network or the World Wide Web is to be in accordance with ethical and legal standards and those derived directly from standards of common sense and courtesy that apply to the use of any public resource.
3. Access to District computing and telecommunication resources is a privilege, not a right.
4. Access to District computing and telecommunication resources may be withdrawn if employees or students do not comply with the Board policy governing the acceptable use of District technology and networked information.

3.16.02 ELECTRONIC COMMUNICATIONS SYSTEMS IN SCHOOLS - EMPLOYEE ACCEPTABLE USE

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

REGULATIONS

1. Central system or network account holders are responsible for all usage of their accounts and, therefore, must keep their passwords confidential to protect themselves, their files and the School District's files. Account holders must not distribute other users' identification (ID) and password or reveal other users' personal information.
2. School District computer resources must not be used in a manner that may annoy or harass others. For example, distributing obscene, abusive, racist, threatening, unsolicited e-mail messages, or sexually/harassing messages or material.
3. Sensitive information must not be transmitted via or exposed to Internet access without taking appropriate measures to ensure data remains confidential.
4. All electronic communication, including e-mail, are the property of the School District and are subject to provisions under the Freedom of Information and Protection of Privacy Act.
5. Computer resources must not be used for personal use during instructional time.
6. The use of School District computer resources during instructional hours of work for personal reasons must be in accordance with these regulations and must not incur additional cost to the School District.
7. Non-acceptable usage of computer resources include, but is not limited to, activities that:
 - a. May lead to personal financial gain;
 - b. Could be interpreted as gambling;
 - c. Are used to conduct private business;
 - d. Obscure the origin of any message under an assumed computer network address;
 - e. Access illegal or offensive computer networks;
 - f. Access or distribute unlicensed software or documentation;
 - g. Initiate or distribute chain letters, advertising or unauthorized solicitations;

- h. Access electronic systems or information inappropriately or without authorization;
 - i. Vandalize the system or system accounts;
 - j. Produce product and/or service advertisement or political lobbying;
 - k. Utilize network-intensive resources such as network games;
 - l. Violate or attempt to violate, the security of the system or attempt to subvert other systems;
 - m. Deliberately or recklessly expose systems to computer infections;
 - n. Contravene any laws or regulations.
8. Account holders must respect the rights of other users and consider the impact of their conduct on others.
9. Computer resource usage must be able to survive public scrutiny and/or disclosure. Users must avoid activities that might bring the School District into disrepute.
10. Computer resource use may be monitored without warning and inappropriate usage may be cause for cancellation of privileges and/or disciplinary action up to and including dismissal, or cancellation of contract.
11. Employees are responsible to ensure they have reviewed these regulations prior to making use of School District computer resources.

3.16.03 ELECTRONIC COMMUNICATIONS SYSTEMS IN SCHOOLS - STUDENT ACCEPTABLE USE

Student use of 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, therefore, must not be shared.
2. Students must not use another person's account.
3. School district resources must be used responsibly and not for any purpose except educational purposes.
4. Students are expected to conduct themselves in a manner that 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. 22 (Vernon) Student Use Agreement (attached) and are aware of Board Policy #240 "Student Behaviour - Discipline".
8. Teachers and Principals are responsible for taking appropriate disciplinary action when this policy is contravened.
 - a. Illegal acts committed on or through District electronic communications systems must be reported to legal authorities.
 - b. Illegal acts may include but not be 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.

3.16.04 PERSONAL TECHNOLOGY DEVICES

The use of all telecommunication and audio or video recording devices, including cellular phones, pagers/beepers and cameras, at schools and school-sponsored or school related activities on or off school property, is governed by individual school codes of conduct.

3.16.05 SOFTWARE LICENSING

The Vernon School Board adheres to vendor software licensing agreements for the use of software in schools and District departments and acknowledges the licensing of software as copyrighted intellectual property.

REGULATIONS

1. Software placed on school computers must be done so in accordance with the vendor's licensing conditions. Schools and District departments must have a copy of the license for each corresponding software application.
2. Software purchased under an educational license must be used only on school and District computers or as defined by the licenses agreement.
3. Schools and District departments must keep a current record of all software licenses.
4. When software is purchased by the District, for distribution to schools/departments, licensing information will be kept centrally in the District.
5. When software is upgraded on the original license and placed into use, the original software must not be sold, given away or continued in use unless specifically stated in the licensing agreement.
6. Software no longer in use by schools or departments should be disposed through removal from all computers.
7. To ensure the consistent and legal disposition of licensed software all software disposal will be facilitated through the technology department.
8. Software licensing documentation must be held securely in the main office and made available to enforcement authorities upon request.
9. "Open Source" or software available under the General Public License (GPL) may be used freely as defined under the GPL.

3.16.06 WEBSITE CONTENT

The Vernon School Board encourages the use of the Internet/Intranet servers and the publishing of Web pages to enhance the teaching and learning process and to foster communication within and outside the School District. Subject to the following regulations, schools, Parent Advisory Councils (PAC) and the District Parent Advisory Council (DPAC) in the Vernon School District have full control over the posting of Web pages and may update or change School Web pages at any time. The posting of Web pages is a form of electronic publication, and is subject to all laws, including the Copyright Act and the Freedom of Information and Protection of Privacy Act. School Web pages must also be designed to respond to concerns for student safety, privacy and security.

REGULATIONS- STANDARDS

These regulations are intended to protect the privacy, safety and security of students and employees.

1. All Web page information from District schools must reside on Vernon School Board servers. Departure from this procedure must be sought in writing from the Superintendent or designated committee prior to posting any school or department Web page on third party provider servers.
2. Each principal or designate must identify a person/s as the school web administrator who will be responsible for the content of School Web pages.
3. Only students who have had the appropriate releases signed off may have their name, work, voice and photographs posted on the internet. To help prevent harassment and protect the privacy of students no personal information beyond the student name may be disclosed on the School or Department web page (e.g., address, phone number, etc.) that would further identify a student.
4. Employee information, names, voice, email and photographs will only be used when their full-informed written consent has been obtained.
5. Obtaining Full and Informed Consent and Written Authorization.
Before using any student or employee materials on School or Department Web pages, parents, guardians or employees must know and then provide written authorization for its use. The School or Department must convey:
 - a. The School District No. 22 (Vernon) Media Consent Form for publishing activities will be presented and signed when employees are initially hired and when students initially register. Employees and parents of students have the right to change this consent at any time.

- b. For each specific publishing activity where a student name or photograph is used or that activity is a unique event, not covered by the conditions set forth on the media consent form.
6. Copyright - All graphic, photographic, video, audio and multimedia content appearing on a School or Department Web page must be original source material. Materials owned through other sources or copyright materials must be accompanied by written authorization from the owner or copyright holder before publication or posting on District Web servers.
7. Each School Main Web page must contain an official and recognizable District logo. The District logo may not be altered in any way and must have separate status by being placed in a corner unoccupied by any other graphic or portion of text.
8. Domain Names - All School District 22 (Vernon) materials for websites will reside under the school district domain name www.sd22.bc.ca. There will be no different domain names for School District 22 materials, except when approved by the Superintendent or designated committee. It is understood that a transition period will be required to make this change. All changes should be implemented by September 30, 2009.
9. Disclaimer: All web pages created by School District 22 (Vernon) will include the following disclaimer. You may, at your option, choose to point a disclaimer link to the district main page disclaimer.

If placing your own disclaimer on your web page(s) please include the following:

Warranty Disclaimer

This Web site and all of the information it contains are provided "as is" without warranty of any kind, whether express or implied. All implied warranties, including, without limitation, implied warranties of merchantability, fitness for a particular purpose, and non-infringement, are hereby expressly disclaimed.

10. All published materials on District servers become the property of the Vernon School Board. The Vernon School Board retains full copyright on all posted Web content, unless it is student created material or copyrighted teacher material.
11. The District reserves the right to determine links posted on the District Web Page. Link postings may be monitored by the District Web Master and, if necessary, reviewed by a panel consisting of representatives from the Technology Leadership Committee (TLC).

3.16.07 USE OF PERSONAL COMPUTERS & LAPTOPS AT SCHOOLS AND OTHER DISTRICT SITES

The Board of School Trustees recognizes that staff may bring personal computers to their work location to help perform their duties (i.e. a teacher using a personal laptop to record marks). In such cases, this use is subject to supervisor approval, is subject to Board Policy 3.18.04 PERSONAL TECHNOLOGY DEVICES and Appendix C of this policy. The use of personal computers and laptops require the exercise of due diligence with respect to files containing work-related information, confidential information and student data.

To connect a personal computer (including desktop computers, portable computers, Personal Digital Assistants (PDA's) and other network-enabled devices) to the District network, the following conditions must be met:

- a. A Computer Resource Teacher will be consulted to determine the network resources requested and the suitability of the equipment;
- b. Up-to-date virus protection software must be licensed and installed for the computer;
- c. The computer must be running an operating system that allows for appropriate network security to be applied (e.g. Windows XP, 2000, Vista, Mac OS 9, Mac OS 10);
- d. Staff will make prudent, work-related use of network resources;
- e. The Board assumes no obligation for the support of the personal equipment neither will it accept any liability for modifications made to the equipment as a result of establishing a connection;
- f. The owner of the equipment will disconnect the equipment at the request of any supervisor or Information Technology staff member.

Students and guests who bring personal computing equipment to School District No. 22 locations will not be permitted to connect to the network, unless specific permission is obtained. Adequate security protection will be required in the form of current virus protection software.

The Board accepts no responsibility for theft or damage that may occur to personal items brought to the school or the worksite.

APPENDIX A

Dear Parents and Guardians,

The Freedom of Information and Protection of Privacy legislation came into effect for schools in the fall of 1994. To ensure that we are complying with the legislation we ask that you please read the following information carefully. If you have any questions or concerns, please contact your school principal or the District Freedom of Information and Protection of Privacy Coordinator (250-542-3331).

MEDIA COVERAGE

It is possible that there will be media coverage of school events. That media coverage could include your child's photo, name and comments being part of a broadcast or publication or school/district website. Please check the statement that expresses whether you wish your child to be involved in such coverage.

I **do not** wish my child to be involved in media coverage.

I **give permission** for my child to be involved in media coverage.

Parent/Guardian Name _____ Student's name _____
Parent/Guardian Signature _____ Date: _____

**The Media Coverage Release is effective for the period the student is attending school in the School District unless revoked in writing by the student or his/her parent/guardian.*

PARENT ADVISORY COUNCILS (PAC) - RELEASE

Every school has a PAC, (linked the District Parent Advisory Council (DPAC), that represents the parents of the school; encourages parent engagement in education programs and involvement in school/social activities; and promotes parent educational events. With permission the school will make the parent/guardian's name, telephone number, mailing address and email address as well as the child's name and grade available to the school's PAC for the above purposes. Please check the statement that expresses whether you wish your contact information to be released to the PAC.

I **do not** wish my contact information to be released to the PAC.

I **give my permission** for my contact information to be released to the school PAC.

Parent/Guardian Name: _____ Student's Name: _____
Parent/Guardian Signature: _____ Date: _____

**The PAC Release is effective for the period the student is attending school in the School District unless revoked in writing by the student or his/her parent/guardian.*

APPENDIX B

SD22 INTERNET ACCESS AGREEMENT

School District No. 22 (Vernon)(the "School District") requires that parents provide a signed Consent, Waiver and Indemnity Form if they wish their child to have access to the Internet at school. Please read the Consent, Waiver an Indemnity Terms and Conditions and the SD22 Acceptable Use Policy and fill in the applicable portions of this Form. Copy of this policy 3.16.0 is available online at www.sd22.bc.ca or from your child's school.

Name of Student: _____

School Name: _____

___ I **do not** wish my child to have access to the internet.

___ I **give my permission** for my child to have access to the internet.

By signing this Form, the student and his/her parents indicate that they agree to make no claim of any type in the future against School District No. 22 (Vernon) (the "School District") resulting from the use of the Internet, and agree to indemnify the School District for claims made against the School District as provided in the Consent, Waiver and Indemnity Terms and Conditions.

For the Parent/Guardian:

I have read the Consent, Waiver and Indemnity Terms and Conditions and the School District's Acceptable Use Policy carefully. I understand the benefits and risks of student access to the Internet and give my permission for my child to have access to the School District's internet at school on the conditions outlined therein.

Please print your name and relationship to the student: _____

Signature of Parent/Guardian: _____ Date: _____

For the Student:

I have read the Consent, Waiver and Indemnity Terms and Conditions and the School District's internet Acceptable Use Policy carefully and agree to abide by the conditions outlined therein.

Student's Signature: _____ Date: _____

This Access Agreement and Consent, Waiver and Indemnity Form is effective for the period the student is attending school in the School District unless revoked in writing by the student or his/her parents.

APPENDIX C

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:

1. 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.
2. 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 pictures, video, full names, school locations, interests, extracurricular activities, occupations, home or business addresses or phone numbers.
3. 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.
4. 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 electronic communication will be at the discretion of the school
5. 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. 22 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:

- a. I will not do anything illegal.
 - b. 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.
 - c. I will not break any regulations regarding student conduct established by the District or my School.
 - d. I will use appropriate language on the Internet, and any statements of opinion that I make will be respectful, fair and not malicious.
 - e. 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.
6. 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.
 7. 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.
 8. Plagiarism: I agree that I will not copy information and claim it as my own.
 9. 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 or art, compositions, text, symbols, sayings, cartoons, excerpts, and quotations. I agree that I will give written credit for sources of information for my work.

APPENDIX D

Web Page Check List

General considerations:

There are some things to keep in mind when designing your web content. In web design, size matters. The bigger your file content, the slower it will load. Please consider the size of your graphics and the length of your page to make sure it will display properly in a timely manner. Please remember to perform spelling and grammar checks before uploading your work. You should also have relevant contact information on your pages. We have developed a general template for web page design. It adds consistency for browsers so that individuals are not hunting for link information from page to page. The following checklist should help in your design:

- Make sure you have the District Disclaimer or a pointer to the district waiver of responsibility.
- Add a link to SD22 home page www.sd22.bc.ca and to your school's home web page.
- You should have relevant contact information on each page or at least a link to a contacts page.
- Content should portray the district and your school in a positive manner.
- Content has to be educationally relevant and free of copyright infringement.
- Check, check, check** your links to make sure they are working.
- Try to emphasize content over special effects (special effects often slow the performance of your webpage).
- You should include navigation menus on all of your pages.
- The use of frames is discouraged many browsers have issues with them.
- Aim for web page size of between 800x600 to 1024x768, they will display better on the web.
- All documents that require security and protection should be posted as PDF files.
- For ease of use after downloading, Powerpoint files require .pps or .ppt (presentation format), Word files require the .doc or .docx and Excel files require the .xls suffix.

- Any video should be condensed for (Windows Media, Quicktime, or Flash)
- When naming your files for upload please use short file names with no spaces in them. If you require to separate words use the underscore _. Please do not use non-letter or non-number characters. Examples of non letter characters are " ' ' ' \$ # @ & / \ ()
- All forms of District origin should only be a link on school websites pointing to the form on the District website.