

## ACCEPTABLE USE OF COMPUTERS AND INTERNET/INTRANET TECHNOLOGY POLICY

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#### **1.0 POLICY FRAMEWORK**

- 1.1 The Halifax Regional School Board is committed to providing access to a wide-range of electronic and online resources to enhance student learning, professional or career development, communications, and workplace productivity.
- 1.2 Technology use in all HRSB schools and offices will comply with the Nova Scotia Department of Education's *Public School Network Access and Use Policy*.
- 1.3 The appropriate use of the board's technology, internet and intranet is a shared responsibility among all technology users: staff, students, board members, and community members (including parents, volunteers, School Advisory Councils, and vendors).

#### **2.0 TECHNOLOGY USE**

- 2.1 The board and schools shall ensure that technology resources required to deliver the *Public School Program* are made available to all students and teachers.
- 2.2 Staff will promote the ethical use of technology resources and will provide guidance, support, supervision, and instruction to students as they access educational resources.
- 2.3 Prior to accessing board technology resources all staff, board members and community members who will be using school technology resources must submit a signed consent form.

- 2.4 Prior to receiving a Halifax Regional School Board email account, all users will be required to read and sign the *HRSB Acceptable Email Use Protocol*.
- 2.5 All technology users shall ensure the proper care of board technology resources.
- 2.6 All board technology resources used at the Halifax Regional School Board are owned by the board and are therefore its property. This gives the Halifax Regional School Board the right to monitor any and all activity on its system.
- 2.7 Under the *Freedom of Information and Protection of Privacy Act (FOIPOP)*, all electronic documents are subject to a FOIPOP request.
- 2.8 At no time will board technology be used for individual commercial purposes or personal financial gain. The Halifax Regional School Board retains ownership, control and copyright over anything created, composed or otherwise developed using board technology resources unless specifically waived or transferred in writing. All requests for waivers or transfer of ownership should be made through an employee's immediate supervisor who will then forward the request to the Superintendent for approval.
- 2.9 The board assumes no liability for any direct or indirect damages arising from the user's connection to the internet. The board is not responsible for the accuracy of information found on the internet and only facilitates access and dissemination of information through its systems.
- 2.10 All users of board technology are prohibited from:
  - 2.10.1 Posting student work, photographs and/or video images on any website without prior written consent from the student's parent or guardian;
  - 2.10.2 Posting student's personal information such as class lists, marks and demographic information in a non-secured environment;
  - 2.10.3 Copying or downloading copyrighted and/or intellectual property materials such as music and images;
  - 2.10.4 Using the internet excessively during the school or workday for purposes unrelated to learning or work;
  - 2.10.5 Accessing illegal, harassing, obscene, pornographic, racist, libelous, threatening, promoting physical violence or sexually explicit resources;
  - 2.10.6 Using electronic mail to send obscene, anonymous, threatening, libelous, discriminatory, or inflammatory messages;

- 2.10.7 Using email communications for the forwarding of information, jokes, or pictures that are irrelevant or unsubstantiated;
  - 2.10.8 Installing unauthorized software;
  - 2.10.9 Causing disruption of the internet and/or intranet;
  - 2.10.10 Using board technology at any location for the purposes of bullying and/or harassing;
  - 2.10.11 Damaging the work of an individual or organization;
  - 2.10.12 Using inappropriate language or being disrespectful when communicating over the internet;
  - 2.10.13 Accessing private or personal information without prior authorization;
  - 2.10.14 Using the internet or HRSB email accounts in a manner that is not consistent with the mission of the board, which misrepresents the board, or violates any of the board's policies;
  - 2.10.15 Using social network sites, except when approved for educational purposes.
- 2.11 Allegations of unacceptable use of board technology will be addressed according to established policies and procedures. Discipline for inappropriate use may include, but are not limited to, one or more of the following:
- 2.11.0 Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
  - 2.11.0 Disciplinary action according to applicable board policies (D.006 Progressive Discipline for Board Employees and B.013 Regional Code of Conduct);
  - 2.11.1 Legal action according to applicable laws and contractual agreements.

### **3.0 AUTHORIZATION**

- 3.1 The Superintendent is authorized to issue procedures in support of this policy.

## ACCEPTABLE USE OF COMPUTERS AND INTERNET/INTRANET TECHNOLOGY PROCEDURES

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##### A. Definitions

#### 1.0 RESPONSIBILITIES

##### 1.1 All HRSB technology users are responsible for:

- 1.1.1 Complying with all sections of this policy when using board technology;
- 1.1.2 Complying with the board's *Acceptable Email Use Protocol* when using board email accounts;
- 1.1.3 Ensuring the proper care of all computer equipment at all times including the prohibition of food or drink near computers;
- 1.1.4 Exercising caution when releasing any personal information over the internet;
- 1.1.5 Ensuring that prior consent has been received from parents or guardians prior to posting any student work, images or video clips. These consent forms are located in MyHRSB.

##### 1.2 Senior Staff, Coordinators, Managers, Facilitators and School Administration Supervisors are responsible for:

- 1.2.1 Reviewing this policy with all staff under their supervision;
- 1.2.2 Enforcing all sections of this policy as it relates to all schools and/or workplaces for which they are directly responsible.

##### 1.3 Program Staff are responsible for:

- 1.3.1 Facilitating professional development related to internet access and technology integration to support teaching, learning, effective communications, and professional learning.

**1.4 Technology Services staff are responsible for:**

- 1.4.1 Implementing measures to prevent electronic access to inappropriate content such as illegal, harassing, obscene, pornographic, racist, libelous, threatening or sexually explicit resources in all HRSB schools and workplaces.

**1.5 Human Resources staff are responsible for:**

- 1.5.1. Ensuring that all staff using board technology sign an *Acceptable Email Use Protocol* when hired.

**1.6 School Administrators are responsible for:**

- 1.6.1 Ensuring that parents, students, staff, and any other technology users are made aware of the purposes, benefits, and risks associated with technology use and are informed about this policy prior to providing access to technology resources;
- 1.6.2 Ensuring that all community members using board technology have signed an *Acceptable Email Use Protocol* prior to providing access to any board technology resources. This is a one-time requirement for each school (e.g., the signed consent is valid for the duration of a community member's work at a particular school, but must be reviewed and signed each time a community member moves to a new school). These *Acceptable Email Use Protocol* forms are located in MyHRSB;
- 1.6.3 Maintaining student records of consent;
- 1.6.4 Ensuring that staff is aware that students can only use computers under the supervision of school staff or a designated adult;
- 1.6.5 Ensuring license agreements are observed;
- 1.6.6 Monitoring student use of email and student created materials.

**1.7 Teachers are responsible for:**

- 1.7.1 Ensuring that the policy is fully understood and is implemented in the classroom;
- 1.7.2 Ensuring that the implications of unacceptable use, including disciplinary action by the school, board, and/or legal authorities are communicated to students;

- 1.7.3 Previewing and evaluating learning resources including websites prior to recommending them for student use;
- 1.7.4 Ensuring that students only use computers if under the supervision of school staff or designated adult;
- 1.7.5 Instructing students about the dangers of communicating over the internet;
- 1.7.6 Monitoring student use of the internet, email, and student-created materials;
- 1.7.7 Informing students about and modeling good behaviour regarding copyright and intellectual property;
- 1.7.8 Advising students that information distributed over the internet and/or the intranet may not be secure because electronic messages may be intercepted, read, and modified without the author's consent or awareness and messages may be forwarded to people other than the intended recipients.

**1.8 Students are responsible for:**

- 1.8.1 Using school computers only when under adult supervision;
- 1.8.2 Reporting to their teacher or other authority any inappropriate content or communication that makes them feel uncomfortable;
- 1.8.3 Reporting immediately to their teacher or other authority attempts by a stranger to arrange a meeting.

## **DEFINITIONS**

For the purposes of this policy:

**Consent** is written informed consent in advance by the parent or legal guardian of students.

**Electronic Systems** are websites, email, blogs, wikis and online chat.

**Freeware** is copyrighted software that is given away for free by the author. Although it is available for free, the author retains the copyright, which means that a user cannot do anything with it that is not expressly allowed by the author.

**Information Technology Resources** are digital equipment used to control, communicate and facilitate information processing, personnel to support technology, the Internet, and other electronic resources provided to support curriculum.

**Intellectual Property** is works to which copyright, patents, and trademarks apply.

**Internet** is any electronic communications system that connects computers all over the world through the World Wide Web and which any user may retrieve or share information, including email accounts and online chat.

**Intranet** is the network of computer servers that hold and share information owned by the board that are accessible only by authorized users.

**Non-secured environment** is a website where information is easily accessed by anyone who visits the site. There is no logon or password required.

**Public Domain** is software that has no copyright or fee, which means you, can copy, use, and even change it.

**Shareware** is software that you can try before you buy. Users are allowed to try it out and give copies to others, but if they want to keep using it, you must pay the registration fee.

**Technology** is the internet, infrastructure and equipment such as desktop and laptop computers, printers, and scanners.

**User** is all staff, students, board members, parents, volunteers, school advisory councils and community members who use board technology.