

Prairie Rose School Division is pleased to offer students and employees of the School Division with access to Divisional technology networks for Internet, electronic mail and other services. We believe that the use of such services in the School Division will greatly enhance the ability of teachers and staff to provide new and exciting learning opportunities for our students. *Access is a privilege and not a right.* When starting to attend a school, to gain access, all students under the age of 18 must obtain parental permission and must have their parent/guardian sign and return a Technology Acceptable Use Contract to the school. School Division employees and students over the age of 18 may sign their own contract.

School Education and Training

Regular instruction will provide orientation and information to students regarding web awareness, web safety and acceptable use of technology and the Internet.

School Division Network and Internet Access Policy

School Division technology, software, networks, electronic systems and access to the Internet are intended for educational or research purposes and for conducting valid school business. It is presumed that all School Division technology resources will be used in a responsible, efficient, ethical and legal manner, in accordance with the mission statement and the stated policies and regulations of the School Division. See also policies *JF, Student Rights and Responsibilities, JG, Student Conduct, AE, Code of Conduct, AF, Behavioural Policy, EDE, Vandalism, Break-Ins and Thefts, and GBB Staff Ethics.*

In order to maintain system integrity and to ensure that users are using the system responsibly, network administrators may, as part of their authorized responsibilities, access any user's network storage area at any time. It is important to note that user activity may be monitored by the Division. Users should not expect that files stored on Division servers will remain private. The following activities are not permitted:

- Sending or displaying offensive messages or pictures
- Harassing, insulting or attacking others
- Damaging technology, technology systems or technology networks
- Making unauthorized repairs or additions, adding software or reconfiguring systems
- Violating copyright laws
- Using another's password or attempting to access another's folders, work or files
- Intentionally wasting limited resources or introducing a virus into the network
- Employing the network for commercial or illegal purposes.

Users who exhibit inappropriate behavior will be subject to appropriate discipline, which may include but not be limited to loss of technology privileges, suspension from classes or school and, in extreme cases, legal action.

CyberSchools Access Policy

CyberSchools Manitoba Internet Portal (the "Portal") is made available to educators and students in Manitoba public schools. The Portal is intended to provide a safe and secure environment for Manitoba students to develop their skills in using the Internet in order to communicate easily and effectively with others in the electronic age. The Portal is made available to all K-S4 students, teachers, administrators and other School Division staff. It provides qualified users with a personal email account, online calendar, network file storage, web space and other services.

CyberSchools services are made available to students and staff who agree to act in a considerate and responsible manner. In order for students to qualify for CyberSchools services, parents must complete the attached Parent Permission Section. Students over the age of 18 and School Division staff need only complete the Student/User Responsibility and Commitment Section. Users are responsible for safeguarding and protecting their user access identification and for their behavior and communications over the CyberSchools network.

Portal access is provided by Manitoba Education Research and Learning Information Networks ("MERLIN"), a Special Operating Agency of the Government of Manitoba. In order to maintain system integrity and to ensure that users are using the system responsibly, content filters may be used which scan for obscene or threatening language. By agreeing to this Acceptable Use Policy, users and their parents/guardians consent to the disclosure by MERLIN of certain "personal information" as defined in *The Freedom of Information and Protection or Privacy Act (Manitoba)*, (including the user's name, home address, e-mail address, school division, school and any other information that may be relevant to the particular case), to the appropriate authorities. This may include the school, the School Division, the user's parents, affected persons or their parents and, in extreme cases, the police.

These regulations support the implementation of the Prairie Rose School Division Technology Acceptable Use Policy.

1. Student Personal Safety and Privacy

Users will not post personal information about themselves or others. Personal contact information includes, address, telephone, home address, work address, etc. School address and e-mail may be used, when it is necessary to receive information. Students will not agree to meet with someone they have met on-line without their parents' approval and participation. Unauthorized use of instant messaging software such as MSN Messenger or Yahoo Messenger for non-educational purposes is strictly prohibited. Users will not re-post a message that was sent to them privately, without permission of the person who sent them the message. Students will promptly disclose to their Teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal or Destructive Activities

The network and Internet are to be used as an educational tool, and must not be tampered with in any way. Users will not attempt to gain unauthorized access to the school or Division network, or to any other computer system through the school network, or go beyond their authorized access. This includes attempting to log in through another user's account or access another user's files. Users will not make deliberate attempts to disrupt any computer system performance, or destroy data. Users will not use the school network to engage in any illegal act.

3. System Security

Students must have permission from a staff member to use a computer/Internet lab if the lab is not staff supervised. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions will a user provide a password to another user. Users will immediately notify the school if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access. Users will avoid the inadvertent spread of computer viruses by not downloading/uploading any files without first having checked with the supervising Teacher and scanning files with a virus checker.

4. Inappropriate Conduct

Students are to restrict their access to educationally appropriate sites. Chat lines are only to be used at the discretion/permission of school staff. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Users will not post information that, if acted upon, could cause damage or a danger of network disruption. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Users will not harass another person. Harassment is acting in a manner that distresses or annoys another person. If a user is told by another person to stop sending them messages, the user must stop. Users will not post false or defamatory information about a person or organization.

5. Respecting Resource Limits

Users will only use the network for educational activities. Hard drive space and system resources are limited. Users will not download any files or install any programs without the permission of the supervising Teacher. Specifically, students will not download programs like Kazaa or game applets or download .mp3 or video files unrelated to educational use. Users will not post chain letters or engage in 'spamming'. Spamming is sending an annoying or unnecessary message to a large number of people. Users will subscribe only to high quality discussion group mail lists that are relevant to their education. Users will unsubscribe to discussion groups before any vacation, break, or other extended absence from school.

6. Plagiarism and Copyright Infringement

Users will not plagiarize work they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will respect the rights of copyright owners.

7. Inappropriate Access to Materials

Users will not use the network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards others. If a user inadvertently accesses such information, he/she should immediately disclose the access in a manner specified by the school.

8. Web Publishing

The school and its users will not include any reference to Division personnel or users without permission from the person. If a person or a class Web page is created, a notice must be included to inform the public that the opinions expressed on the page are those of the creator, not the school or Division. A statement on the web page must acknowledge the authorship of the page.

9. Restitution for Damage

Students and their parent(s)/guardian(s) will be jointly and severally liable to the School Division for damage to property resulting from intentional or negligent acts.

10. Due Process

In the event there is an allegation of a significant violation by a student of the Acceptable Use Policy and Agreement, the student and parent will be provided with a written notice of the alleged violation and the opportunity to present an explanation before an Administrator. Disciplinary actions will be tailored by each school to meet the specific concerns related to the violation and to assist the student in gaining self-discipline necessary to behave appropriately on an electronic network.



**PRAIRIE ROSE SCHOOL DIVISION
TECHNOLOGY ACCEPTABLE USE CONTRACT****

Student/User Responsibility and Commitment:

(If you are under the age of 18, a parent/guardian must also read and sign this Contract.)

Student/User Name (please print): _____ Grade: _____

School: _____

I have read the Divisional Technology Acceptable Use Policy and Regulations. I agree to follow the rules contained in this contract. I understand that if I violate any of these rules my access to Divisional technology may be terminated and I may face other disciplinary measures.

Student/User Name (Please print) _____

Student/User Signature: _____ Date: _____

Parent or Guardian Section:

As the parent or guardian of this student I have read the Divisional Technology Acceptable Use Policy. I understand that technology use is for educational purposes only.

I have reviewed this Acceptable Use Policy with my child and agree to the terms and conditions contained herein. I *hereby give permission* for my son/daughter to have access to:

* Internet Access	Yes	No
* CyberSchools Access	Yes	No

(Including personal email account, online calendar, network file storage, web space and other services.)

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set in the Divisional contract. I hereby release the Division, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from use of, or inability to use, the Division system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I accept full responsibility for any damage caused as a result of intentional or negligent acts of my child.

Parent or Guardian Name (please print): _____

Parent or Guardian Signature: _____

Date: _____

School Name

Homeroom Teacher/Advisor

Grade

**Technology includes (but may not be limited to): the Internet, computers, printers, scanners, monitors, software, cameras, TVs, VCRs