



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Policy n° 2000-IT-01

Use of Information and Communication Technology Resources Policy

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Policy Outline

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1.0 PREAMBLE

The purpose of this policy is to establish guidelines and responsibilities towards the appropriate use of the Information and Communication Technology (ICT) resources. Toward this end the school board and the schools and centres will make every effort to protect students and staff from misuse and abuse of the information and communication technology resources and will take reasonable steps to ensure that they are used only for purposes consistent with the educational mission and administrative functions of the school board.

2.0 OBJECTIVES

- 2.1 Promote responsible use of information and communication technology resources;
- 2.2 Protect the integrity of information and communications systems and equipment;
- 2.3 Provide rules to all users who wish to use the Sir Wilfrid Laurier School Board information technology resources including equipment, access to corporate network, Internet, e-mail and IP telephony;

3.0 PRINCIPLES

- 3.1 Information and communication technology resources are provided to students and personnel in all SWLSB schools, centres and departments to support educational and administrative activities and facilitate communication and access to information;

- 3.2 The school board under the Loi sur l'accès aux renseignements personnels des organismes publics et sur la protection des renseignements personnels must safeguard the personal information of its employees and students. Personal information cannot be disclosed without the person's permission. For students under 18, parental consent is required;
- 3.3 The Sir Wilfrid Laurier School Board believes that pertinent user education and the provision of the relevant and useful information available on the internet are the best ways to support the effective use of technology.
- 3.4 The Sir Wilfrid Laurier School Board has measures in place to restrict access and filter inappropriate materials; however those measures do not provide foolproof protection and users may access or receive inappropriate materials either intentionally or unintentionally;
- 3.5 The Sir Wilfrid Laurier School Board reserves the right to monitor all ICT activities including e-mail correspondence, web navigation and phone activity that are carried out on its network by all users. In the context of a legal investigation, the Board may be requested to present information stored or communicated by a user without prior notice;
- 3.6 Only authorized users may access computer resources, and only within the usage limits allowed by the School Board. Use of this privilege must be reasonable and must not unduly reduce other users' access to computer resources.

4.0 SCOPE OF APPLICATION

4.1 USERS

This policy applies to all school board employees, students of the youth and adult sectors, commissioners, parents, volunteers, consultants, service providers and any authorized guest using the board's ICT resources. This policy also applies to ICT users who have access to the board's ICT resources from home and/or outside regular work/school hours.

4.2 RESOURCES

This policy applies to the following ICT resources: servers, workstations, peripherals, telecommunications equipment including telephone equipment, software, software packages, information and data banks, all internal or external computer communications networks owned or leased by the School Board, controlled or administered by the School Board, or over which the School Board holds right of usage.

4.3 ACTIVITIES

This policy applies to all pedagogical or administrative activities conducted with ICT Resources by ICT users.

- Consequences of misuse and abuse shall result in the suspension of privileges to access Information and Communication Technology Resources and may lead to disciplinary and/or legal action including liability costs.

5.0 RESPONSIBILITIES

- 5.1 The Council of Commissioners is responsible for the adoption and revision of this policy.

- 5.2 The Director General is responsible for the application of this policy.
- 5.3 The Director of the Information Technology Department is responsible for the implementation of the policy.
- 5.4 School and centre administrators are responsible for the application of this policy in their school or centre. To that effect school and centre administrators are to:
- Monitor the use of information technology resources in collaboration with teachers and other school personnel;
 - Secure parental consent for access to network resources through the Student User Agreement for students under 18;
 - Inform all users of the policy on an annual basis.
- 5.5 All users must conform to this policy and abstain from inappropriate use of information and communication technology resources.
- Consequences of misuse and abuse shall result in the suspension of privileges to access Information and Communication Technology Resources and may lead to disciplinary and/or legal action including liability costs.
- 5.6 All users must sign a User Agreement (*Annex B,C or D*)

6.0 RESPONSIBLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY RESOURCES

When using the Sir Wilfrid Laurier School Board's ICT resources users must at all times:

- 6.1 Report all inappropriate use, breach of security, and unsolicited content to their teachers or immediate supervisor;
- 6.2 Keep their passwords confidential;
- 6.3 Remain within their authorized access area;
- 6.4 Use the equipment at their disposal safely, diligently and with proper care;
- 6.5 Use the ICT resources for educational, professional and administrative purposes;
- 6.6 Maintain the integrity of systems (e-mail, storage spaces, servers) by respecting the resources limits and by regularly deleting or archiving files and e-mails;
- 6.7 Protect personal and confidential information of the school board and other organizations;

7.0 INAPPROPRIATE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY RESOURCES

When using the Sir Wilfrid Laurier School Board's ICT resources users must refrain at all times to:

- 7.1 Alter, damage or destroy ICT equipment;

- 7.2 Destroy or alter the integrity of personal data and the information of other users;
- 7.3 Post personal information about themselves or others without proper authorization. Personal information includes but is not limited to name, phone number, address, pictures and video clips;
- 7.4 Use ICT resources for personal financial gains or for posting goods and services;
- 7.5 Create, possess, access, listen to, download, transmit or distribute information and materials that are pornographic, obscene, defamatory, discriminatory, dangerous or that advocates hate or violence;
- 7.6 Intrude in other users' files without proper authorization;
- 7.7 Login under other users' names and passwords;
- 7.8 Share their personal passwords with other users;
- 7.9 Deliberately attempt to disrupt the network performance and security, damage or alter data, spread viruses and other harmful means;
- 7.10 Infringe copyright laws and regulations;
- 7.11 Modify, copy or transfer software without authorization and appropriate licensing;
- 7.12 Send global messages, chain letters, or any other type of communications, which can cause congestion on the network
- 7.13 Use ICT resources to harass, bully or intimidate people;
- 7.14 Moreover, cyberbullying activities engaged by a user may result in the suspension of network and ICT privileges, even if those activities are conducted outside the school board network and ICT resources.

8.0 PROVISION FOR REVIEW

This policy shall be reviewed when deem necessary.

ANNEX A

Access: To store data on and retrieve data from a disk or other peripheral device. (2) The entrance to the Internet or other online service or network. (3) In computer security, the opportunity for use of a resource.

Data: Data may refer to any electronic file no matter what the format: database data, text, images, audio and video. Everything read and written by the computer can be considered data except for instructions in a program that are executed (software).

E-mail: (Electronic-MAIL) The transmission of text messages and optional file attachments over a network.

File: A computer file is a block of arbitrary information, or resource for storing information, which is available to a computer program and is usually based on some kind of durable storage. A file is *durable* in the sense that it remains available for programs to use after the current program has finished.

Information Technology and Communication Technology (ICT) Resources: any technology equipment, including computers, peripherals, software, networking devices, IP phones, IP cameras and software.

Internet: The Internet is a worldwide, publicly accessible series of interconnected computer networks that transmit data using the standard Internet Protocol (IP). It is a "network of networks" that consists of millions of smaller domestic, academic, business, and government networks, which together carry various information and services, such as e-mail, online chat, file transfer (FTP), and the interlinked web pages and other resources of the World Wide Web (WWW).

IP telephony: The two-way transmission of voice over a packet-switched IP network, which is part of the TCP/IP protocol suite. The terms "IP telephony" and "voice over IP" (VoIP) are synonymous. However, the term VoIP is widely used for the actual services offered while IP telephony often refers to the technology behind it. In addition, IP telephony is an umbrella term for all real time applications over IP, including voice over instant messaging (IM) and videoconferencing.

Network: A system that transmits any combination of voice, video and/or data between users. The network includes the network operating system in the client and server machines, the cables connecting them and all supporting hardware in between such as bridges, routers and switches. In wireless systems, antennas and towers are also part of the network.

Software: Instructions for the computer. A series of instructions that performs a particular task is called a "program." The two major categories of software are "system software" and "application software." System software is made up of control programs such as the operating system and database management system (DBMS). Application software is any program that processes data for the user (inventory, payroll, spreadsheet, word processor, etc.). See system software and application software. Software tells the hardware how to process the data.

World Wide Web (WWW): A major service on the Internet. The World Wide Web is made up of "Web servers" that store and disseminate "Web pages," which are "rich" documents that contain text, graphics, animations and videos to anyone with an Internet connection. The heart of the Web technology is the hyperlink, which connects each document to each other by its "URL" address, whether locally or in another country.

ANNEX D



**COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD**

User Agreement

User Agreement

I have read and I understand the Policy on the Use of Information and Communication Technology Resources. I agree to abide by it and understand that any violation of any provision may result in the loss of access privilege and/or school sanctions.

Name (Please Print): _____

Signature: _____

Date: _____

Extract from Section 5 of the Use of Information and Communication Technology Resources

- 5.5** *All users must conform to this policy and abstain from inappropriate use of information and communication technology resources.*
- *Consequences of misuse and abuse shall result in the suspension of privileges to access Information and Communication Technology Resources and may lead to disciplinary and/or legal action including liability costs.*

A complete version of the policy is available on the school board Web site at www.swlauriers.qc.ca