

# COMPUTER LAB ACCEPTABLE USE GUIDELINES

## **1 Purpose of Acceptable Use Guidelines**

Everyone using the Board's computing and information technology facilities and resources are required to know and abide by the Acceptable Use Guidelines. These guidelines define the responsibilities for the safe and acceptable use of the Board's computing and information technology facilities and resources.

**NOTE:** The Board makes no warranties of any kind, cannot be held responsible for accuracy or quality of information, and will not be responsible for any damages suffered through use of the Board's computer and information technology facilities and resources. Use of any information obtained from the Internet is at the user's own risk.

## **Use of the Facility and Resources**

Use of the computer and information technology facilities and resources of the Board are governed by all relevant federal (e.g. Copyright), provincial (e.g. Education Act), Board (e.g. Policies and Procedures) and local school (e.g. School Code of Behaviour) laws and regulations. Use of the Board computing and information technology facilities and resources by either staff or students for illegal, political, or commercial purposes is strictly prohibited. Each user must ensure they know and are able and willing to comply with these laws and regulations.

## **Personal Safety**

- Users will not post personal information about themselves or others. Personal contact information includes: full name, address, and telephone number.
- Users agree not to meet in person with someone they have met on-line.
- Users will immediately disclose to supervising teachers or other appropriate school employees, any messages they receive that are inappropriate, request personal information, or make them feel uncomfortable.

## **Illegal Activities**

- Users will not attempt to gain unauthorized access to the school system or to any other computer system using the Board's network. Users will not log into another user's account nor will they attempt to access the personal data of others.
- Users will not deliberately attempt to disrupt the computer system performance or to destroy data by spreading computer viruses or by using other means.
- Users will not make use of the Board's equipment or network systems to engage in any illegal activities.

## **Security**

- 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 should a user provide his/her password to another person.
- Users will immediately notify the system administrator if they have identified a possible security problem. Users will not intentionally search out security problems or experiment with security or operating systems unless under direct supervision of the Board's system administrators.

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<sup>1</sup> Adapted from Fabrication and Communications Technology OCTE SAFEdocs

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- Users will avoid the inadvertent spread of computer viruses by using virus protection procedures when downloading files. It is recommended that all personal files be checked for viruses prior to use on the Board's computer systems.
- Intentionally harming, destroying or damaging data, software, hardware or security systems is prohibited.
- Attaching non-Board equipment (laptops, handhelds, peripheral devices) to the Board's network is prohibited without express permission of the Board's network administration or agents.

## **Inappropriate Communications**

Restrictions against inappropriate communications apply to public messages, private messages, and materials 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 danger of disruption to the system.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass other persons. If a user is told by a person to stop sending them messages, they must stop immediately.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

## **Respect for Privacy and Copyright**

- Users will not broadcast a message that was sent to them privately without permission of the person who sent them the message.
- Users will not post private information about another person.
- All postings under Board supervision must abide by all relevant copyright laws and regulations.

## **Consequences of Misuse**

If a user violates any of the above conditions of use, one or more of the following consequences may ensue:

- Suspension or cancellation of access privileges
- Payments for damages and repairs
- Discipline under other relevant Board policies; such as suspension or expulsion
- Civil or criminal liability under other relevant laws