

ELECTRONIC COMMUNICATIONS SYSTEMS POLICIES AND GUIDELINES

STATEMENT OF POLICY

The Niagara Catholic District School Board recognizes the educational value of students utilizing electronic communications systems to enhance learning through the responsible access to global information and communication. The Board further recognizes the critical role that parents play in educating their children on the appropriate use of electronic communication systems and in monitoring their use of these systems. This partnership of parents and schools is essential in achieving success in ensuring appropriate use of this ever-changing technology.

This policy governs acceptable student use of educational on-line systems and resources provided by the Niagara Catholic District School Board in all of its elementary and secondary schools.

Furthermore, students are accountable for the appropriate use of all Board on-line systems in an ethical and appropriate educational manner, which must be in compliance with all relevant federal and provincial legislation, the Mission Statement, Beliefs, Gospel Values and policies of the Niagara Catholic District School Board.

The Niagara Catholic District School Board recognizes that students may have in their possession personal electronic devices while at school or at school related activities. This policy governs the acceptable use of personal electronic systems by students while at school or at school related activities. At all times, the use of these devices is prohibited where they are deemed to interfere with their personal learning or the learning of others. Academic staff at the school and at the Board level shall determine what, if any, use is interfering with learning.

INTERNET EXPECTATIONS FOR STUDENTS

In order to facilitate access and to ensure the appropriate use of the Internet all users are expected to access the Internet for educational purposes only. Students must have a purpose when they use the Internet. They should have clear tasks and objectives.

- Be responsible users.
- Critically examine all information for accuracy, appropriateness, relevance and reliability.
- Respect the wishes of any site you may be accessing.
- Obey all copyright and license agreements.
- Download only material that meets your research needs.
- Inform the adult supervisor immediately if you or another student misuse the Internet or access inappropriate or controversial information.
- Print only necessary information.
- Treat all hardware with respect, taking care not to cause any damage.
- Refrain from plagiarism, claiming ownership of another user's work or allowing another user to claim ownership of work that is not his/her own.
- Refrain from accessing obscene, pornographic, racist or abusive material.
- Refrain from accessing Chat facilities, and environments that allow multi-use role-playing.
- Refrain from exiting the search engine without approval of the adult supervisor.
- Obtain the teacher's permission before entering a contest.

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COMPUTER USE GUIDELINES

The following acts as official guidelines that govern the use of computers in classes facilitated by Mr. Borghesi. Recognizing that computer technology is an essential part of technological studies education, the following will serve to provide administration, students and faculty with guidelines for appropriate use of computers and electronic devices.

- No food, drink, snacks, or gum is to be taken into or consumed in computer labs.
- The school is not responsible for any personal data stored on the hard disk. Users are advised to store their work on student drive as instructed on the first days of classes.
- Any printing must be approved by the supervising teacher.
- Erasing, copying or damaging files other than your own or as part of a course activity is not permitted.
- Do not tamper with computer settings, desktop settings, screen savers, start menu, etc.
- Students are not allowed to download or copy licensed software. This includes any shareware material.
- Do not access material that is inappropriate. Viewing of any obscene, degrading or offensive material considered morally inappropriate will result in automatic suspension.
- Intended malicious actions that damages computer equipment (includes infecting a computer with viruses) will be result in severe disciplinary action depending on severity of damage. Students will bear the cost of repairs.
- Students will not participate in chat or discussion forums that are used for non-academic purposes.
- There will be no accessing of e-mail services during class unless as part of the course.
- Installing programs onto the network or on workstations is NOT allowed without the permission.
- Sending, creating, storing, or displaying inappropriate mail, messages, documents, or graphics on computers is not allowed.
- No programs on the computer network are allowed to be copied without the written permission of school administrators.
- You are not allowed to exceed your user storage space maximum. For this reason you should clean out old or unwanted files regularly.
- Students are NOT allowed move any computer or any of its components from its original location without teacher permission.