



## SURREY SCHOOLS: Woodland Park SD36 Wi Fi AND INTERNET APPROPRIATE USE

### **Background**

Surrey Schools has configured Woodland Park Elementary to an open wireless school. This means that students, teachers, and parents have access to data communication links including the 'Internet'. Internet services and technologies offer valuable learning experiences for students and sources of information for teachers. At the same time, there are potential hazards. Students may receive offensive communications and may access material that is not appropriate. As with other methods of communication, there are opportunities with computer networks for students to create and distribute inappropriate materials and to conduct themselves in unacceptable ways. Therefore, the District is obliged to inform parents of potential risks and benefits, and impose rules on what students see and do. (Surrey Schools Policy # 5780)

Our focus is the education of our students; therefore, business and administrative use of District computers is intended for the direct support of the District's operation.

Access to the Internet is available through use of electronic mail and the World-Wide-Web (www.) and is provided to staff members to assist in the performance of their work.

The District does not permit the use of its computers and networks to create, distribute, or access any material considered unsuitable for any sector of our community, particularly students. Inappropriate use of District computers has the potential to cause severe public embarrassment and damage the trust relationship that we have with our public. Users must avoid accessing sites that might bring the District into disrepute. Internet usage must be able to survive public scrutiny and/or disclosure. Users must comply with all applicable laws and regulations and must respect the legal protections provided by copyright and licenses with respect to both programs and data.

In providing Internet access for students, the District also affirms that it will not permit the creating, distributing, or accessing of any material not suitable for classroom learning.

### **Procedures**

The following procedures are therefore intended to ensure appropriate use. Inappropriate behaviours may lead to disciplinary action for students under the District Code of Conduct for Students, corrective action up to and including

termination for staff, and/or suspension or limitation of network access privileges:

1. Woodland Park Elementary area network is intended only for educational purposes and for the business and administrative functions directly in support of the District's operation.
2. Network users are personally responsible for all activity that occurs within their account. Where possible, students are to have their own password-protected device. Teachers are expected to take all reasonable precautions to ensure that their students are not accessing inappropriate material on the Internet.
3. When interacting with other users online, users are expected to behave as they would in any other environment where they represent their school. It is important that users conduct themselves in a responsible, ethical, and polite manner in accordance with the District's code of conduct.
4. Using the Woodland Park Elementary network and the Internet for illegal, obscene, harassing or inappropriate purposes, or in support of such activities is prohibited.
5. The network at Woodland Park Elementary is a shared resource and must be used in moderation. From time to time, users may be asked to limit or relinquish access to high priority processes or to accommodate others.
6. Users are advised that computer systems (and files/records including email records) are District property and may be inspected or monitored at any time if misuse is suspected.
7. All above rules apply whether the Woodland Park Elementary network access is gained from in or out of school/work setting and school/work time.
8. Inappropriate use of network services includes, but is not limited to, the following:
  - 8.1 Users may not use the Woodland Park Elementary network or any computing equipment to:
    - 8.1.1 transmit any material in violation of Canadian laws
    - 8.1.2 download, duplicate, store, or transmit pornographic materials
    - 8.1.3 transmit or post threatening, abusive, obscene, or harassing material
    - 8.1.4 duplicate, store, or transmit copyrighted material that violates copyright law
    - 8.1.5 participate in pyramid schemes or chain mail
    - 8.1.6 harassment of other users
  - 8.2 Users may not violate, or attempt to violate, the security of the District's computers, data or network equipment or services. Users must not attempt to obscure the origin of any message or download materials under an assumed Internet address.
    - 8.2.1 Any attempts at unauthorized access of District data
    - 8.2.2 Any attempt to vandalize District network accounts, systems, or property will result in termination of the user's computer and network privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, the District, or any of the agencies or other networks that are

connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

8.2.3 Use of another individual's password-protected account is prohibited.

8.2.4 Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Woodland Park Elementary network and services.

8.3 Users may not:

8.3.1 use abusive, vulgar, profane, obscene, harassing, or other inappropriate language;

8.3.2 criticize the spelling, writing, or keyboarding of others;

8.3.3 re-post personal electronic mail received to public forums (e.g. listserves, newsgroups) without the permission of the author;

8.3.4 share password(s) with others;

8.3.5 distribute or use anyone else's account name and password;

8.3.6 students may not reveal anyone else's personal address, phone number, or picture;

8.3.7 staff may not reveal anyone else's personal address, phone number, or picture without their consent, except as required in the course of one's duties;

8.3.8 use network access for business purposes or anything else not related to the individual's position in the District

8.3.9 Transmit or expose to Internet access, personal, confidential, or protected information that is reasonably likely to be excepted or excluded from access under the Freedom of Information and Protection of Privacy Act.

9. Schools will, where and when appropriate, ensure that the Student Internet Registration Form (Form 140-1) is completed and signed.