

DOVER BAY COMPUTER/INTERNET POLICY

Guidelines for Student use of the School Computer System:

1. The school network is a multi-user system in which many students depend on the computer hardware and software in order to complete essential components of their course work. All students, therefore, have a responsibility to treat both the hardware and the software with due care and respect. Students should perform a quick check of their station before beginning a session and report anything out of order to the teacher in charge.
2. Software installed on the school network is available for use by students on the school site. Copyright law treats the unauthorized copying of software as theft. Students may not make copies of any software licensed to the school.
3. Classroom teachers will instruct students in the proper use of the system hardware and software. Instructions regarding the operating system software, printers, start-up and shutdown procedures will be posted in areas where computers are available. It is the student's responsibility to follow these instructions.
4. The computer system has been designed to give users easy access to software applications. In a classroom setting, the teacher will decide which applications are appropriate for that class and students are expected to work within those applications. Students working independently will have access to application programs and are expected to work within these programs. There is no need to access the operating system directly. An accidental erasure of start-up files creates loss of productive time for other users and inconvenience to teachers and the system administrator. Students wishing to know more about the operating system and wishing to assist in the maintenance of system files and local drives are invited to contact the system administrator.
5. Computer games are not considered an appropriate educational use of the school's computers or programmable calculators. Students are not to bring their own personal software to school and are not allowed to play computer games on the school network or on programmable calculators.
6. Allocation of network space to students for private storage of school related work is a convenience to students. These areas are accessible by teachers and by the system administrator. Inappropriate files, file names, or contents will result in the loss of the privilege to store files on the network.
7. Student's privacy on the network is protected by passwords. Students are advised to keep their passwords private, and to change passwords regularly. Each student is held individually responsible for his or her account on the network. No one is permitted to use anyone else's account.
8. Students who do not accept the responsibility required for the use of a shared resource will lose the privilege of access to the system. The decision to limit access in a particular area may be made by the teacher in charge. If a student's lack of responsibility interferes with the productive use of the system by other's the system administrator will deny access to the system, inform parents, the school administration and classroom teachers. Before regaining access to the system, the student will have to work out an agreement with the system administrator which demonstrates an understanding of expectations and a willingness on the part of the student to meet these expectation.
9. Malicious and intentional damage to the computer system will be treated by the school administration in accordance with policies relating to intentional damage to school property.
10. Use of the computers is for schoolwork only. The only method of communication on the Internet is e-mail, and only within a classroom setting and with approval of your teacher. No chat lines; MSN, ICQ, Telnet or similar use of the Internet is permitted.

SCHOOL DISTRICT 68 (NANAIMO-LADYSMITH) INTERNET POLICY NO. 2197

Student and Employee Personal Privacy on the Internet:

The Board of School District 68 (Nanaimo-Ladysmith) encourages the use of the Internet and the publishing of web pages to enhance the teaching and learning process and to foster communication within and outside the School District.

Subject to Procedure 2197, schools in School District 68 have control over the posting of school web pages; however, the posting of web pages is a form of electronic publication, and is subject to all laws, including the Copyright Act and the Freedom of Information and Protection of Privacy Act. Also, school web pages must be designed to respond to concerns for student safety and security.

SCHOOL DISTRICT 68 (NANAIMO-LADYSMITH) PROCEDURE NO. 2197

Student and Employee Personal Privacy on the Internet:

The following guidelines apply to the posting of personal information of students and employees on district and school web pages:

Students:

Names – Written consent from a parent or guardian is required before a student's name may be referenced on the district or a school web page. The only exception to this is when a student is recognized publicly for an achievement, that information may also be included on a school or district web page.

Student Work – Written consent from a parent or guardian is required before student work is posted on district or school web pages. When student work is posted, authorship must be acknowledged.

Photographs – To protect the privacy of students, the use of identifiable photographs of students, without written consent from a parent or guardian, is not permissible. The only exception is photographs that are taken at a public event. Such photographs may be used, provided the student(s) in the photograph are not identified by name.

Other student information: To protect the privacy of students, no personal information that would further identify a student, beyond the student name and/or photograph, may be published on the school or district web page.