



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

3.8 Computer, Internet and BCeSIS Usage and Access

This policy shall govern the use of computer equipment, software, the network, e-mail, Internet and BCeSIS access provided by the Revelstoke Board of Education, (referred to as “the Board”), to students, employees, contractors and others.

Computers, software, networks, e-mail access to the Internet and BCeSIS (collectively referred to as the “System”) are intended only for educational and/or administrative purposes and for conducting valid Board business. The school district provides access to e-mail capability, Internet informational resources, Internet searching and browsing tools and BCeSIS. Use of the System for any other purpose is prohibited, including, without limitation, commercial, criminal, obscene or illegal purposes. Use of the System to gain access to inappropriate materials, including, without limitation, obscene or pornographic materials, is prohibited.

Use of the System requires prior authorization by the Board. The Board reserves the right to restrict the scope of access to individual users or classes of users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the System.

Access to the System, is a privilege, not a right. Such access is made available only so long as the user complies with this policy and rules and regulations as may be made by the Board from time to time. Inappropriate or prohibited use may lead to suspension or termination of user privileges at the discretion of the Board, and possible other consequences, including disciplinary action. Use of these resources indicates the user agrees to comply with the terms and conditions of use established by the School Board and outlined in this Policy.

Guidelines:

1. General

It is important that users conduct themselves in a responsible, decent, ethical, and polite manner while using the System. Following is a list of guidelines whose violation may lead to suspension or termination of privileges.

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- a. When interacting on the Internet, users are expected to behave as they would in any other environment where they represent their school/employer.
- b. Users may upload and download public domain programs for their own use or redistribute a public domain program if it is for non-commercial use. However, the user assumes all risks regarding the determination of whether a program is in the public domain.

2. System Security

Account holders are responsible for all activity within their account. Authorized users need to be mindful regarding other person's access to their accounts, and must log off immediately after use to ensure that others cannot use their access or account.

Users must follow the Board's virus protection procedure when using portable media, placing material on a computer or downloading material from the Internet or e-mail. Conduct which deliberately or recklessly exposes the System to computer virus infection is prohibited.

3. Prohibited Use

- a. Users may not use the System to:
 - i. transmit any materials in violation of Canadian laws;
 - ii. duplicate, store, download or transmit pornographic materials;
 - iii. transmit or post threatening, abusive, or obscene material;
 - iv. duplicate, store, download or transmit copyrighted material that violates copyright law; or
 - v. participate in pyramid schemes.
- b. Users may not violate, or attempt to violate, the security of the System.
 - i. Any attempts to access unauthorized data on the System will result in termination of user privileges.
 - ii. Any attempts to vandalize System accounts or systems will result in termination of user privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, the Board, 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.
 - iii. Use of another individual's System account or password without his/her knowledge is prohibited.
- c. When interacting on the Internet, users shall not:
 - i. use abusive, vulgar, profane, obscene or other inappropriate language;

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- ii. criticize the spelling, writing or keyboarding of others; or
 - iii. re-post personal e-mail that you receive to public forums (e.g., listservs, newsgroups) without the permission of the author.
- d. As a System user, you must not:
- i. share your password with others, (Remember, accounts are to be used only by the owner of the account. Account holders are responsible for all activity within their account.);
 - ii. distribute or use anyone else's user id and password; or
 - iii. reveal anyone else's personal information.
- e. Do not use the System:
- i. for business purposes;
 - ii. for product and/or service advertisement or political lobbying;
 - iii. to send chain letters;
 - iv. to play non-educational network or online games;
 - v. for non-educational use of internet radio;
 - vi. to harass other users with unwanted or unsolicited messages; or
 - vii. to participate in private or public chat forums save for those authorized.
- f. With respect to BCeSIS, unacceptable use includes:
- i. violating the rights of privacy of students, their families, volunteers or employees of any district; and
 - ii. downloading, storing or printing files or messages that are in violation of Ministry or school district policies.

4. Students

The purpose of student access to the system is to further the learning objectives of a student's educational program, including without limitation:

- a. providing training in the use of computer systems;
- b. providing access to a wide range of material with educational value to the student; and
- c. facilitating communication with others around the school district and the world in furtherance of the student's education.

Student access to the System may include one or more of the following, depending on the level of authorization:

- d. network access within the school district only;

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- e. an e-mail account which permits the exchange of information both within the school district and through the Internet;
- f. access to the Internet; or
- g. student remote access to the System in accordance to school access guidelines.

Authorization for access at any of these levels will be granted only when both the student and his or her parent(s)/legal guardian(s) have signed a form prescribed by the School Board agreeing to be bound by this policy and any rules and regulations respecting use of the System that are made by the Board from time to time.

There is a wide range of material available on the Internet, some of which may be offensive or conflict with the values of some families. The Board will endeavour to limit access to offensive material, and may revoke access privileges of students who use the System to access inappropriate materials. However, it is not practically possible for the Board to constantly monitor or individually control student use of the System, nor to prevent inadvertent accessing of offensive material. Parent(s)/legal guardian(s) who have particular concerns about access to inappropriate material should discuss this issue with the appropriate teacher(s) and administrator(s) at their child's school.

The Principal will revoke one or more levels of access of a student at the request of his or her parent(s)/legal guardian(s).

Failure by a student to comply with this Policy and any rules and regulations respecting use of the System that are made by the School Board from time to time may result in suspension or revocation of some or all access privileges and may also result in disciplinary action.

5. Employees

Employees are required to comply with this Policy and any rules and regulations respecting use of the System that are made by the School Board from time to time. Failure to do so may result in suspension or revocation of some or all of their access privileges and may also result in disciplinary action, including dismissal.

All use of BCeSIS may be tracked. Use of the System by any individual may be monitored or reviewed by the school district or Ministry BCeSIS system administrator(s) without prior notice. In the case of misuse or suspicion of misuse of BCeSIS, the Ministry of Education or the school district reserves the right to access any files on the system.

Privacy and Confidentiality

Use of the System including Internet access, is neither private nor confidential and may be tracked. Use of the System including the Internet, by any individual, may be monitored or reviewed by the Board system administrator(s) without prior notice.

The contents of computer hard drives and other storage devices owned by the School Board may be examined and read by the system administrator(s).

The System administrator(s) may remove locally posted messages that are unacceptable and/or in violation of this Policy.

In the case of misuse or suspicion of misuse of the network or services, the Board reserves the right to access any files on the system.

The System administrator(s) will not inspect the contents of users' e-mail, or disclose the contents to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient unless required to do so under the following circumstances:

- a. if required by law; or
- b. to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material.

The Board will cooperate fully with any participating school district, local, provincial, or federal officials in any investigation concerning or relating to any electronic transmittals on the System.

The System administrator(s) has the right to set quotas for electronic storage and download/time limits on the System.

6. Procedure for Suspension or Termination of Access

The System administrator(s) has the right to suspend or terminate a user's access to and use of the System upon any breach of the Computer, Internet and BCeSIS Usage and Access Policy by the user. Prior to suspension or termination, or as soon after as is practicable, the System administrator will inform the user of the suspected breach and give them an opportunity to present an explanation. The user may request a review hearing with the account authorizer (and/or other school district administrators) within seven (7) days of the suspension or termination if the user feels that the action was unjust. After the review, access may be restored if the System administrator and the school district personnel uphold the user's appeal.