

NETWORK RESOURCES ACCEPTABLE USE PROTOCOL

Background

Grande Prairie & District Catholic Schools provides technology resources that support learning for students and staff or supports administrative operations. Network Resources refers to all resources on the network of Grande Prairie & District Catholic Schools. This includes, but is not limited to, Internet access, e-mail accounts, installed software, personal file storage, and all hardware attached to the network. Networked technology is infused in the daily lives of students and its use as responsible individuals is implied.

Network misuse and abuse may result in cancellation of network privileges for a defined period of time or in perpetuity and may result in other school disciplinary action. Serious offences may be referred to the RCMP for investigation and possible criminal charges if the offence warrants such action.

The following procedures apply to all users when they access any District Network Resources.

Principles of Use:

- Grande Prairie & District Catholic Schools owns all Network Resources and has the right to monitor use of the network resources.
- All network resources are for appropriate educational purposes only.
- Personal devices used to access network resources must not violate licensing agreements and the support of personal devices is the sole responsibility of the user.
- The School District is not responsible for the loss, damage, or theft of personal devices.
- Software standardization and installation is the responsibility of Information Services. Information Services will purchase a standard set of software tools for schools to use. Schools wanting to purchase additional tools will consult with Information Services to determine compatibility with the Network Resources.
- Information Services will maintain evidence of all software licenses purchased by the School District.
- All users of network resources are required to respect copyright/licensing laws and regulations. The Board will not accept responsibility for a user who willfully and knowingly contravenes copyright or licensing laws.
- Network storage areas are the property of the School District. Network administrators may review files and communications to ensure system integrity and responsible use of resources.
- Works covered by copyright that are developed by employees in the course of their employment shall be the intellectual property of the Board. Works covered by copyright that are developed by employees outside of school facilities, beyond the instructional day, not in the course of their employment, and intended for commercial distribution may be purchased by the Board within the parameters of conflict of interest.

Acceptable Use for Staff All staff are required to sign the Acceptable Use Protocol and Principals/ Administrators are to advise staff about the Protocol annually.

Principles of Use: Staff

- All network resources are intended for educational use.
- As the owner of all network resources, Grande Prairie & District Catholic Schools has the right to monitor their use.
- Network resources are valuable and should be used appropriately to support the learning and business activities of Grande Prairie & District Catholic Schools. Network resources must not be used for purposes that are illegal, unethical or immoral.
- The use of network resources is subject to all policies and practices of both the district and individual schools/sites related to technology, property or conduct.

Conditions of Use: Staff

- Staff is expected to use network resources to further the mission of Grande Prairie & District Catholic Schools. Appropriate personal use of the network is permitted provided the use does not interfere with the user's work performance, interfere with any other user's performance, have undue impact on the operation of the network or violate any policy, guideline or standard of Grande Prairie & District Catholic Schools.
- Staff will not publish on the Internet or in publicly viewed files personal information about themselves or other network users. Any such publishing must meet the FOIPP guidelines established by Grande Prairie & District Catholic Schools.
- Staff who discover material on the network that is inappropriate are expected to advise their school/department administrator or the Supervisor of Information Services.
- Staff will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Staff will not use another person's files, output or user name.
- Staff is responsible for the security of access (login and password) to their network resources. In particular, it is expected that staff will not share their password with others nor will they leave a workstation where they are logged in. Staff is expected to change passwords regularly. Staff is responsible for problems caused by use of their login by other individuals.
- Staff will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed

against network resources or through unauthorized use of personal program/data files such as executable (exe), wav or MP3 files.

- Access to network resources with personal devices is subject to the regulations in this procedure and the Administrative Procedure handbook.
- Consequences of inappropriate use of network resources could include loss of network privileges, suspension, and financial liability for damages, disciplinary or legal action.

Acceptable Use for Students & Guests

- All students and guests are required to receive the Acceptable Use Protocol annually through some type of comprehensive distribution mechanism similar to an agenda or handbook.

Principles of Use: Students & Guests

- Grande Prairie & District Catholic Schools owns all network resources and has the right to monitor use of the network resources.
- All network resources are for educational use.
- Network resources are valuable resources and should be used appropriately.
- The use of network resources is subject to all policies and practices of both the division and the school related to technology, property or conduct.
- Access to network resources with personal devices is subject to the policies and practices of Grande Prairie & District Catholic Schools.

Conditions of Use: Students & Guests

- Students & guests should use network resources for appropriate educational purposes only.
- Students & guests will not publish on the Internet or in publicly viewed file personal information about themselves or other students.
- Students & guests who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member.
- Students & guests will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Students will not use another person's files, output or user name.
- Students & guests are responsible for the security of access (login and password) to their network resources. In particular, do not tell others your password or leave a workstation where you are logged in. Change your password regularly. Students are responsible for problems caused by use of their login by other individuals.
- Students & guests will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity

directed against network resources or through unauthorized use of personal programs/data files.

- Access to network resources with personal devices requires the permission of the school administration.
- Consequences of inappropriate use of network resources could include loss of network privileges, withdrawal from a course, suspension, financial liability for damages, legal action.

Form 140A – Staff & 140B – Students & Guests

Reference: Section 12, School Act