



G.A.D. ELEMENTARY SCHOOL

INTERNET ACCEPTABLE USE POLICY

The purpose of the Internet in G.A.D. Elementary School is to facilitate communication in support of research and education. This technological advanced communication is available to students and teachers who can access unlimited amounts of information on a variety of topics from all over the world. The Internet services offers valuable learning experiences for students and sources of information for teachers on teaching strategies, lesson planning, motivational techniques, subject information, etc. However, there are potential hazards. Students (and teachers/non-teaching staffs) may receive offensive communications and can easily access material which is not appropriate. The Board, therefore, is obligated to inform parents of the potential risks and benefits, and to set guidelines on students and school employees use of the Internet and computers while attending or working in G.A.D. Elementary School. The Board at the same time suggests to parents to be vigilant of their children's use of computers at home.

Policy

The Board of PALS Society endorses the provision of Internet services in the G.A.D. Elementary School to support student learning. The Board also wishes to inform parents of the benefits of Internet access to students (and school employees) but, at the same time, advise parents of the potential for misuse of this technological resource. The Board provides Internet access for students (and school employees) but affirms that it will not permit the creating, distributing, or accessing of any material which is not suitable for student learning.

Procedures

To ensure that students and school employees will benefit from the schools Internet resources, all users are expected to adhere to the guidelines listed below. All users must be made aware that the purpose of the Internet in the G.A.D. Elementary School is to facilitate communication in support of research and education as well as other authorized

school use (accounting, ordering, etc.)

1. Computing facilities of the G.A.D. Elementary school are intended for school - related purposes only. This includes business and administrative functions directly in support of the schools operations and educational purposes.
2. Access to computers in the school offices, administrative offices, librarian's offices shall only be used by authorized persons. These computers are off limits to students and other school employees. There are numerous computers with Internet access available to students in the computer labs and library as well for teachers/non-teaching staff. Teachers/non-teaching staff also have unlimited access to computers in the staff room. (Not for students use)
3. Students, teachers, or non-teaching staff are not to install their own password which would deny access of a computer to others. Only those computers in the business offices, school offices, administrative offices, librarian offices shall have passwords – this is for obvious security purposes.
4. Using the schools computers and Internet account for illegal, obscene, harassing or inappropriate purposes, or in support of such activities, is prohibited.
5. When interacting with others outside the school (through e-mail, etc.), users are expected to conduct themselves in a responsible, ethical, and polite manner in accordance with the standards of propriety.
6. Users are advised that school computer systems are G.A.D. Elementary School property and may be inspected or monitored at any time if misuse is suspected.
7. Inappropriate use of the G.A.D. Elementary school computers includes, but is not limited to, the following:
 - a. Users may not use G.A.D. Elementary school computers to:
 - transmit any materials in violation of Canadian laws
 - duplicate, store, or transmit pornographic materials
 - transmit or post threatening, abusive, obscene or harassing material
 - duplicate, store, or transmit copyrighted material that violates copyright law
 - participate in pyramid schemes or chain mail
 - harassment of other users
 - b. Users may not violate, or attempt to violate the security of G.A.D. Elementary school computers, data or Internet equipment or services.
 - Any attempt at unauthorized access to data on business office computers, school offices computers, administrative personnel computers, librarian computers will result in disciplinary action
 - Any attempt to vandalize G.A.D. Elementary school computers may result in suspension or expulsion (student) or disciplinary action or termination of employment (employee). Vandalism is defined as any malicious attempt to harm or destroy data on G.A.D. Elementary school computers or physically destroy these computers, monitors, printers. This includes, but is not limited to,

the uploading or creation of computer viruses.

- Use of authorized passwords by un-authorized personnel or students is prohibited.

c. Users may not:

- Use abusive, vulgar, profane, obscene, harassing, or other inappropriate language
- criticize the spelling, writing, or keyboarding of others
- re-post personal electronic mail.

d. Users may not:

- share passwords with others
- distribute or use anyone else's password
- reveal anyone else's personal address, phone number, or picture with consent (from the Internet)
- use G.A.D. Elementary school computers or Internet access for business purposes or anything else not related to school/education business.

8. Be aware that electronic mail (e-mail) is not guaranteed to be private. It is important to have a secure password for your own personal e-mail.

9. Any user (student or school employee) who receives or is aware of inappropriate communication or behavior is to report this information to the school principal.

10. Using the Internet in the G.A.D. Elementary school is a privilege not a right. The Board has the authority to deny the use of the Internet in the G.A.D. Elementary school to any person (student or employee) who violates any of the procedures in this policy. Any student who is found to be using the internet to download unacceptable material, create a virus, send unacceptable messages through e-mail on school computers, vandalize any school computer or equipment will be suspended and possibly expelled from school. More serious situations (sending threatening e-mails) could lead to criminal charges. Any employee (teacher or non-teaching) found to be using the Internet and school computers in an unacceptable manner could be dismissed. Also, a serious internet protocol could bring criminal charges