



Cree School Board
Commission scolaire crie

Policy on the Use of Internet, e-mail and Other Wide-Area Networked Resources

Department responsible: Information and Technologies

Effective date: September 23, 2003

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Approved by: Resolution #EC 2016-036

References:

Council Policy Manual:

- E- Mega End
- E 1 – Knowledge and Skills
- E 4 – Values and Attitudes
- EL – General Executive Constraints
- EL 1 – Treatment of Students and Parents
- EL 2 – Treatment of Employees
- EL 4 – Financial Conditions and Activities
- EL 5 – Asset Protection
- EL 7 – Communication and Support to Council
- EL 10 – Ethical Behaviour

Other Policies

The Cree School Board has actively pursued making advanced technology and increased access to learning opportunities available to the students and employees. The Internet is one of these opportunities and this tool enhances educational possibilities by allowing students and employees to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and employees, and significantly expand their knowledge base.

The Cree School Board (CSB) has deployed a wide-area network that allows students and employees to communicate with each other and throughout the world. Additionally, this network provides the students and employees with access to a multitude of instructional and administrative resources from both local and remote database.

It is the CSB's objective to enable students and employees to be competent in the use of information and new technologies.

1) General provisions

Purpose

1.1. This policy is to set the rules pertaining to the use of Internet, e-mail and other wide-area networked (WAN) resources by students, employees or any other person using CSB equipment and resources in this respect.

[Privilege](#)

1.2. The use of Internet is a privilege, not a right. Inappropriate use, including any violation of the provisions set by this policy, may result in cancellation of the privilege as further explained in section 14.

The CSB determines appropriate use and may deny, revoke, suspend or close any user privileges at any time based upon its determination of inappropriate use of an e-mail account or by an Internet user, without prior notice and without any liability whatsoever to the e-mail account holder or user.

The WAN is provided for students and employees to conduct research, perform their duties and communicate with others in a manner that is consistent with the CSB goals. Access to network services will be provided to students and employees who agree to act in a considerate and responsible manner

[Role of the parents](#)

1.3. The CSB believes that the benefits to students from access the Internet in the form of information resources and opportunities for collaboration exceed the potential disadvantages. However, parents and guardians of minors remain responsible for setting and conveying the standards that their children should follow when using such resources.

2) Definitions

[Definitions](#)

2.1. In this policy, the following expressions mean:

- a) **chat:** the capability of engaging in "real-time" discussions with other Internet users;
- b) **CSB resources:** computers, equipment, network or facilities of the CSB;
- c) **employee:** an employee of the Board, a consultant or guest whose given access to the CSB resources;
- d) **I.T. department:** the CSB department of information and technologies;
- e) **user:** a student, employee or any other person using the CSB resources;
- f) **“WAN” (wide area network):** a network of computers sharing servers in multiple locations, such as the different schools and the CSB offices;
- g) **“P2P” (Peer to Peer or Point to Point):** a configuration (program) which allows two or more computers to share files with each other.

3) Responsibility of the User/Acceptable and Forbidden Uses

[Acceptable uses](#)

3.1. All use of the Internet and computers by students and employees should be in support of education, research or work and be consistent with the mission of the Board unless otherwise provided.

[Forbidden uses](#)

3.2. The following practices using the CSB electronic resources are prohibited:

- a) the use of profanity or inappropriate language in e-mail; such as sending or displaying offensive messages and pictures or harassing, insulting and attacking others;

- b) any use that disrupts the educational and administrative goals of the CSB;
- c) access of material that has been deemed inappropriate for school or professional use;
- d) any use of CSB resources for the personal promotion of political or commercial activities;
- e) extensive or unreasonable use of e-mail for personal purposes;
- f) any reproduction of copyrighted material without explicit permission;
- g) copy other people's work or intrude into other people's files without the explicit owner's authorization;
- h) to send identical and irrelevant postings to many different e-mail addresses, forums, etc. such as chain letters;
- i) taking the ideas, writings or images of others and presenting them as if they were one's own (plagiarism);
- j) damaging computers, computer systems or computer networks;
- k) refrain from excessive use of resources, which would penalize other users such as the available bandwidth and printing services;
- l) unauthorized network equipments (rogue appliances), such as wireless access point, shall not be installed by the end users (employees, teachers or students) on the CSB network without the knowledge, approval and assistance from the I.T. services. Any unauthorized rogue equipments found on the CSB network will be removed without notice and will be retained by the I.T. department staff;
- m) privately owned computers and mobile devices shall not be used on the CSB network under no circumstances. Exceptions may be approved after the I.T. Department personnel has had the opportunity to verify that these devices are meeting the CSB/I.T. Department standards of security level required by all network connected devices. Prior authorization to use such equipment must be obtained by the direct supervisor who must after get the authorization from the I.T. Department. Such equipment may introduce security holes or viruses on the Board network and failure to respect these conditions may result in disciplinary measures by the appropriate authority.

4) Responsibility of the School and School Board

[Information to be given to users](#)

4.1. The school Principal ensures that all students are given information (presentations, documentation, etc.) on the aspects of security and ethics involved in using the CSB resources.

Employees must have access to the present policy to be informed about its requirements.

[Information to be given to parents /](#)

4.2. It is the responsibility of the school Principal or his delegate to:

- a) inform parents of the educational benefits as well as the potential risks involved in using Internet and that inappropriate materials could be

[responsibility of schools](#)

encountered during students' research. If such inappropriate material is inadvertently encountered, it shall be immediately disengaged (**see *User Agreement / Annex A***);

- b) ensure that the authorization form has been signed by the parents(see ***Annex B***);
- c) ensure that all grade 4, 5, 6 and secondary level students have signed the form shown in ***Annex C***;
- d) ensure compliance with the parent informed consent form;
- e) maintain an updated file with all the forms signed.

5) Responsibility of the Teacher

[Mandate of the teacher](#)

5.1. It is the responsibility of the teacher to:

- a) explain the content of the “*User Agreement*” to his students ” (see ***Annex A***);
- b) instruct his students in the nature of the risks involved in communicating with others through Internet;
- c) inform the student that inappropriate materials could be encountered during their research and if such inappropriate material is inadvertently encountered, it shall be immediately disengaged;
- d) monitor student use of the computer and the Internet.

6) Responsibility of the Parent/Guardian

[Responsibility of the parent](#)

6.1. It is the responsibility of the parent/guardian to:

- a) read the “*User Agreement*” (see ***Annex A***);
- b) be aware of the consequences set out for unacceptable and inappropriate use;
- c) be aware of the risks inherent in the Internet access, while encouraging safe and acceptable practices of use;
- d) fill the appropriate form to permit or deny access to the Internet to their child (**See *Annex B***).

7) Responsibility of the Student

[Responsibility of the student](#)

7.1. It is the responsibility of the student to:

- a) understand the “*User Agreement*” with the conditions of access to CSB resources, and that noncompliance will have consequences (see ***Annex A***);
- b) sign the form when he is in grade 4, 5, 6 or secondary student (see ***Annex C***);
- c) conduct all his activities in accordance with this policy.

8) Extra-curricular activities

[Internet outside regular class activities](#)

8.1. It is the sole decision of each school to set up extra curricular activities involving access to Internet, depending on their own resources and capabilities to provide adequate supervision and monitoring of the students or any other user.

9) Access to Forums, Chat, etc.

[Authorization required](#)

9.1. Subscriptions to, or use of, mailing lists, chat groups and commercial on-line services and other information services outside the CSB Web site must be approved in advance by the Principal for students or by the immediate supervisor for employees.

10) Copyright and Software Licensing

[Copyright on the Internet](#)

10.1. Unless specifically acknowledged otherwise, the information accessed via the Internet is assumed to be the property of the site accessed, and cannot be distributed or modified without the express permission of the appropriate granting authority. Specific requests for information and access are subject to the *Canadian Copyright Act*.

[Software protection](#)

10.2. It is the intent of the CSB to respect the provisions of the Copyright Act in the area of computer programs, magnetic or laser produced media or any other material. In an effort to discourage violation of copyright laws and to prevent such illegal activities the following rules are set:

- a) illegal copies of programs that have a copyright may not be acquired or used on CSB equipment;
- b) no software, programs or games may be installed or downloaded on computers without the prior approval of the immediate teacher or the CSB I.T. department;
- c) no P2P connection, such as music or picture file sharing application, should be setup or used on CSB owned computers because of possible violation of copyright laws.

11) Privacy, Monitoring and Filtering

[Privacy](#)

11.1. Due to the nature of the Internet or e-mail, privacy in a user's communications cannot be guaranteed, and it should be considered when deciding whether to transmit any information, be it confidential or otherwise.

[Monitoring](#)

11.2. The CSB may review communications to maintain integrity system-wide and insure that students and employees are using the system responsibly.

- a) the Board reserves the right to review any material on user's e-mail accounts and to monitor log files and files server space to make determinations on whether specific uses of the I.T. infrastructure are inappropriate;

- b) all users should expect only limited privacy in the contents of their personal files or record regarding use of Internet and e-mail on the CSB WAN.
- c) CSB email accounts should be used for professional purposes only since the privacy of their content is not guaranteed, etc. as per this section.

Limitation This shall however be done within the limits of relevant verifications, reasonable nature and without malice.

External Back-up **11.3.** If users decide to make back-up on an external support, they are responsible for their own back-up of information on an external electronic storage media (CD-ROM, USB key, etc.) or any other support available (On-line back-up services, etc.). Users are responsible to ensure confidentiality of any sensitive content.

Storage capacity **11.4.** Users are expected to remain within allocated disk space and delete e-mail or other material, which takes up excessive storage space.

Filters **11.5.** A system of Internet filters, which is consistent with the Board WAN, is installed in schools and Cree school Board facilities to better enforce appropriate use of Internet services-for students and employees.

I.T. responsibility a) responsibility for the implementation and management of the filtering system shall rest with the I.T. Department;

Exemption b) implementation of global Internet filters may cause a limited number of appropriate educational sites to become unreachable. Users may request an exemption from filtering for a specific site by forwarding such a request via e-mail or otherwise to the I.T. Department at itmanagers@cscree.qc.ca;

Mandatory supervision c) however, although such filtering measures are installed, under no circumstances use of computers by the students are to be done without supervision.

12) Creation of school web pages

School web pages **12.1.** Schools and classes may wish to establish their own web pages that present information about their activities however they must do so in cooperation with the CSB web designer in order to respect the established web site structure and design standards. The school Principal will designate an individual within his school, to be responsible for managing the school web page. This responsibility is assumed in collaboration with the I.T. Department through its web designer. A school may also chose to provide all its information content to the I.T. Department web designer who will create the web site structure and design for the school's web site.

[Personal information](#)

12.2. Before publishing information on the web page concerning a student such as his name and picture, the School must ensure that proper authorization to this effect has been provided by the parents (see **Annex A**).

[Links to other web sites and/or advertisement](#)

12.3. Links created within a school web page may not be for commercial purposes without specific authorization from the Director-General. Outside organizations may not use a school web page for their own benefit to advertise a product or event of a commercial, political or religious nature.

13) Disclaimer

[Disclaimer](#)

13.1. Any user having access to Board's WAN must acknowledge that the Board does not accept any responsibility for the use or misuse of information acquired, as well as any situations, issues, litigations that might arise from unauthorized use or contravention of the rules set in this policy. Therefore, the Cree School Board:

- a) makes no warranties of any kind, either expressed or implied, for the access being provided;
- b) is not responsible for financial obligations arising through the unauthorized use of the WAN or other networked resources;
- c) is not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on CSB resources, or for personal property used to access CSB resources;

Moreover,

- d) even though the CSB may use technical or manual means to regulate access and information, these methods do not provide a foolproof means for enforcing the provisions of this policy.

[Forums, etc. / opinions](#)

13.2. The forums, chat rooms, etc. are designed to promote the free-flowing exchange of ideas about student's interests and activities. The opinions and views expressed by students are theirs alone.

14) Sanctions for violations

14.1. Any violation by a user of any provision set in this policy might involve disciplinary actions such as:

- a) a loss of access to CSB resources accompanied by a written notice from the school principal for students or from the immediate supervisor of an employee;
- b) any additional disciplinary actions determined and taken by the immediate supervisor against the offending users in line with existing CSB practices regarding inappropriate content, language or behavior;
- c) any legal actions deemed appropriate. The CSB will cooperate fully with provincial or federal officials in any investigation related to any illegal activities conducted through its network.

[Consequences for misuse](#)

[Financial responsibility](#)

14.2. Student's parents or any user may be held financially responsible for any damages to the CSB resources as a result of intentional misuse.

15) Application of this Policy

[Previous provisions](#)

15.1. The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the policies/Ends adopted by the Council of Commissioners where applicable.

[Official version](#)

15.2. The official version of this Policy and procedures is kept by the Secretary-General of the Board.

[Responsibility](#)

15.3. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Information and Technologies is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

Annex A *User Agreement*

THE USE OF COMPUTERS, INTERNET AND ELECTRONIC MAIL

USER AGREEMENT

_____ School is pleased to offer students access to a computer network for electronic mail (e-mail) and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the form attached. Should a parent prefer that a student not have e-mail and/or Internet access, use of the computers is still possible for more traditional purposes such as word processing.

1) What is possible?

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other sources of information and to exchange personal communication with other Internet users around the world. Parents should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials.

We believe that the benefits to students from access to the Internet and e-mail in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents or guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect the parents' right to decide whether or not to apply for access.

2) What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply.

It is expected that users will comply with the Board standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Student's parents may be held financially responsible for any damages to the CSB resources as a result of intentional misuse.

3) What are the rules?

- a) **Privacy:** network storage areas may be treated like school lockers. The Board may review communications to maintain system integrity and insure that students are using the system responsibly. All users should expect only limited privacy in the contents of their personal files or record regarding Web research activities on the CSB network;
- b) **storage capacity:** users are expected to remain within allocated disk space and delete e-mail or other material, which take up excessive storage space;
- c) **illegal copying:** students shall never download or install any commercial software, shareware, freeware onto network drives or disks, unless they have permission from their

teacher. Nor shall students copy copyrighted material, copy other people's work or intrude into other people's files without the explicit owner's authorization;

- d) **inappropriate materials or language:** no profane, abusive or impolite language shall be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access material, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately;
- e) **limitation of liability:** the CSB makes no guarantee that the functions or the services provided by or through the Internet will be error-free or without defect. The CSB will not be responsible for financial obligations arising through the unauthorized use of the system. Student's parents or any user may be held financially responsible for any damages to the CSB resources as a result of intentional misuse.

4) Succinct Advice

These are guidelines to follow to prevent the loss of network privileges at school:

- a) do not use a computer to harm other people or their work;
- b) do not damage the computer or the network in any way;
- c) do not interfere with the operation of the network by installing software, shareware, or freeware;
- d) do not violate copyright laws;
- e) do not view, send, or display offensive messages or pictures;
- f) do not share your password with another person;
- g) do not waste limited resources such as disk space, printing capacity or bandwidth;
- h) do not trespass in another user's folders, work, or files;
- i) do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use;
- j) **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of appropriate use are violated.

Annex B
Form / Parents-Guardian

PARENT/ Guardian PERMISSION FORM
Use of Internet and Electronic mail

1) As a parent or guardian of a student at School, I have read the attached information about the appropriate use of computers, Internet and e-mail at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the Principal for clarification)

2) My child _____ may use e-mail and Internet while at school according to the rules outlined: Yes No

3) I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students and other work on the Internet:

a) my child's work can be published on the Internet: Yes No

b) photographs of my child can be published: Yes No

Name of the parent / guardian (*print*): _____

Signature of the parent / guardian: _____

Date: _____

Annex C

Form to be signed by all Students in grade 4,5,6 and secondary

STUDENT ACCEPTANCE FORM and USER AGREEMENT

As a user of the School computers, e-mail and Internet, I agree to comply with the rules and use the network in a constructive manner.

I understand the requirements established in the User Agreement and I agree to comply with its provisions.

Student Name (print): _____

Student Signature: _____

Teacher: _____

Date: _____