



## TECHNOLOGICAL PROPERTY: ACCEPTABLE USE PROCEDURE (AUP)

Responsibility: *Executive Superintendent of Business Services*

Legal References: *Copyright Act; Education Act*

Related References:

### 1. Preamble

The *Technological Property – Acceptable Use Procedure* (AUP) outlines the responsibilities of the Waterloo Region District School Board, principals, staff, students, and parents/guardians (including partnerships such as Adult and Continuing Education). The AUP provides a set of expectations and applies to all information and computer technology in the Board. The expectations align with existing procedures concerning general conduct in our schools. All resources and technology used must be clearly in support of the learning, caring, and connecting goals of the Waterloo Region District School Board.

### 2. General

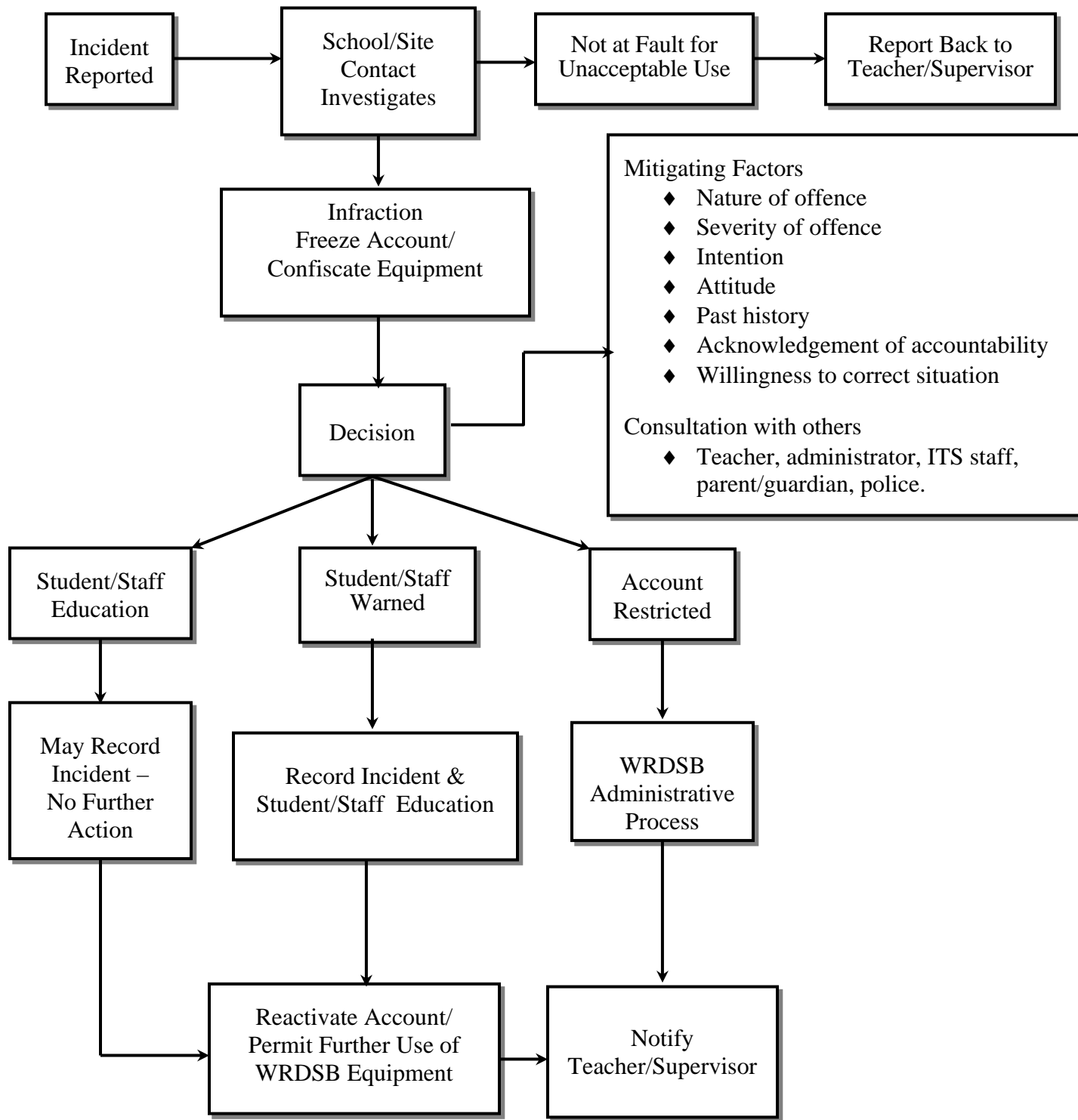
- 2.1 This procedure will be widely communicated so that staff, students, parents and the general public have opportunity to be aware of the procedure. As an extension of existing codes of conduct, it is reasonable to expect students will understand and comply with generally accepted principles of digital citizenship. Any infraction of the *Technological Property: Acceptable Use Procedure* should be handled in the same manner as infractions of other policies and procedures.
- 2.2 School/site staff will develop their own procedures for ensuring that all students and appropriate members of the community are aware of the AUP. This procedure must be published in at least two of the following:
  - 2.2.1 parent handbook;
  - 2.2.2 student handbook;
  - 2.2.3 staff handbook;
  - 2.2.4 behaviour guideline;
  - 2.2.5 school code of conduct;
  - 2.2.6 school newsletter;
  - 2.2.7 September information package;
  - 2.2.8 posting in prominent locations.
- 2.3 The AUP will be available from Board and school websites. Decisions to have a signed form acknowledging consent are at the discretion of the school, but are not required.

### 3. Infractions

- 3.1 Use of technology is governed by all relevant federal and provincial laws, and, WRDSB and school policies and procedures (e.g., Copyright Act, Education Act, Acceptable Use Procedure, codes of conduct, discipline procedures). Consequences for AUP infractions will be determined at the school/site as deemed appropriate by the principal or supervisor using the applicable procedure and/or by involving the appropriate law enforcement agency.
- 3.2 Violating the AUP may result in:
  - 3.2.1 restricted network access and/or access to computer technology;
  - 3.2.2 loss of network access and/or access to computer technology;
  - 3.2.3 suspension and/or expulsion;

- 3.2.4 civil or criminal procedure.
- 3.3 Please contact Information Technology Services, ext. 5566, when an infraction of the AUP is suspected and staff at the site require assistance in collecting material evidence.
- 3.4 A flowchart for investigating possible AUP infractions is provided.

**WRDSB TECHNOLOGICAL INFRACTION INVESTIGATION FLOWCHART**



## 4 Access

- 4.1 The Waterloo Region District School Board believes that students and staff should have opportunities to:
- access local, national and international sources of information;
  - collaborate and communicate with both local and global communities;
  - develop knowledge and skills that will be useful throughout their lives.
- 4.2 The Board, by providing access to telecommunication services and access to various forms of technology, recognizes the potential to support curriculum and student learning expectations in order to promote educational excellence.
- 4.3 The Board will make every effort to protect students and staff from misuse and abuse of these services and will take reasonable steps to ensure that they are used only for purposes consistent with the Board's learning expectations. It is the responsibility of each user to guard continuously against inappropriate and/or illegal activity. All equipment owned by the Board is purchased for the purpose of carrying out the mandate of the Board, regardless of the location of the equipment. The Board has the right to view email and other related documents at its discretion. It is at the sole discretion of the Board to decide who is given access, who retains access and who is denied access to electronic communication services.

## 5 Responsibilities

- 5.1 The Waterloo Region District School Board is responsible for:
- 5.1.1 promoting the acceptable use of telecommunications services and computer technology;
- 5.1.2 developing appropriate rules of conduct;
- 5.1.3 providing filtering protection, within its technical limitations, which will restrict access to material that has no educational value or is inappropriate, such as material deemed to be racist, pornographic, dangerous, or obscene;
- 5.1.4 ensuring a level of privacy for all users (note that this level of privacy does not preclude the fact that approved support and administrative personnel may access mail, data, and software on these systems);
- 5.1.5 ensuring a level of security, i.e., taking steps to prevent electronic trespassing and identity theft.
- 5.2 Each school and site is responsible for:
- 5.2.1 providing access to telecommunications services and computer technology, as appropriate and available, to all students and staff;
- 5.2.2 monitoring student use of electronic communications services for appropriate use and behaviour;
- 5.2.3 dealing with student/staff abuse of privileges in a manner consistent with the school code of behaviour and this Acceptable Use Procedure.
- 5.3 Users of the telecommunications services and computer technology are responsible for:
- 5.3.1 all content within their accounts; and,
- 5.3.2 being prepared to use these services for curricular and administrative purposes;
- 5.3.3 using the resources and technology ethically, legally and in an appropriate manner;
- 5.3.4 adhering to the procedures and/or rules of etiquette promoted by the school/site and in accordance with WRDSB policies and procedures;
- 5.3.5 using the technology responsibly and adhering to the school code of conduct and the AUP.

## 6. Unacceptable Conduct

Use of these telecommunications services and computer technology is a privilege, not a right. The service is provided to students to enhance their educational experience and to staff to assist them in the performance of their jobs. The privilege may be revoked for unacceptable conduct and students

or staff may be subject to disciplinary action. Abuse of the technology may also lead to civil and/or criminal action.

6.1 Unacceptable Conduct includes the following types of activities, and other unmistakable misuse of the technology:

Illegal activities, such as:

- Using Board technological property for any illegal activity, including hacking;
- Placing unlawful information on the Board's technological property or distributing it via the system (i.e., hate literature);
- Plagiarism or copyright violation;
- Developing or accessing programs that harass other users, infiltrate a computer system or alter the software components of a system.

Acts of vandalism, such as:

- Degrading or disrupting equipment or system/network performance of WRDSB or other systems (e.g., introducing a virus, attaching personally owned or non-approved, non-standard devices to the network);
- Vandalizing equipment or the data of other users (e.g., opening up the equipment);
- Sending messages that are likely to result in the loss of a recipient's work or in the disruption of the system/network (e.g., a computer virus);
- Sending "chain letters" or global messages or other types of communications which would cause congestion of the system (e.g., spamming).

Inappropriate personal use, such as:

- Downloading files that are not for educational purposes (i.e., games, movies and music);
- Using Board technological property for personal, political, financial or commercial gain;
- Using Board technological property to offer or provide goods or services or to advertise products;
- Using Board technological property to conduct political campaigns or advocate for or against candidates involved in municipal, provincial or federal elections.

Abuses of privacy and personal information, such as:

- Invading the privacy of individuals, harassing others or personally attacking others;
- Using Board technological property to give out personal information such as home addresses, telephone numbers or credit card numbers;
- Sharing or using others' access codes, account numbers, passwords and other authorizations which have been assigned to them;
- Accessing email services which allow users to maintain anonymity.

Abusive behaviour and defamatory activities, such as:

- Downloading or posting inappropriate comments, defamatory remarks or pictures;
- Using abusive, offensive, degrading or objectionable language in public or private messages;
- Establishing or accessing websites, links, postings or email messages, which may imply a connection to the School Board and are criminal, degrading, defamatory or inappropriate;
- Sending or receiving messages and/or images that are inconsistent with the Board's curriculum and conduct procedures. These include messages and/or images which are racist, pornographic, dangerous, obscene or contain threats of violence;
- Posting anonymous messages.

Circumventing security and integrity of technology, such as:

- Gaining unauthorized access to resources, files, programs, other computer systems or technological entities (electronic trespassing);
- Deliberately bypassing or attempting to bypass security provisions implemented by the Board (content filter, firewall, etc.);
- Installing unauthorized, non-ITS approved operating systems;
- Installing tools intended to circumvent security measures, e.g., password hackers, network "sniffers".

The Board believes that students and staff benefit from access to telecommunications services and computer technology, in the form of information resources and opportunities for collaboration and discussion. The Board also believes that the benefits far exceed any disadvantages. Adults, whether they are staff or students over age 18, are responsible for their own use of in-school computer telecommunications and computer technology. Parent(s) and/or guardian(s) are responsible for encouraging students under age 18 in the appropriate use of technology in the school.