



CALGARY CATHOLIC SCHOOL DISTRICT

## Annual Student Acceptable Use Policy for Internet Use

The information requested on this form is collected pursuant to the *School Act*, Section 34 and in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*. The information will be used to establish that students, parents and teachers have an understanding of the policy for Acceptable Internet Use and consented to the rules and precautions in place for such usage. If you have questions concerning the collection or use of this information, please contact your school administrator.

Student Name: \_\_\_\_\_ School Year: \_\_\_\_\_

**A new copy of this form must be completed each school year.**

Students in the Calgary Roman Catholic Separate School District No. 1 (the District) are provided access to the Internet using the District's Wide Area Network. The Internet allows our students to interact with hundreds of thousands of networks and computers. Within our schools and libraries, the Internet and e-mail may be used by our students for educational purposes. There is no intent that students use Internet access from District computers for personal use. The Internet is similar to other student learning resources such as books, magazines, videos, CD-ROMs and encyclopedias.

### Conditions and Rules for Use

**The Calgary Catholic School District reserves the right to access, audit and monitor use of all supplied Information Technology (IT) resources for non-compliance to this policy, without prior notice to the user. There is no expectation of privacy on behalf of the user with regard to information technology resources.**

It is a general policy that all computers used through the District's network are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and guidelines for the use of the network as described below will result in the revocation of access privileges. Unacceptable uses of the network include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other laws.
- Using the network in ways which violate school policies and behavior standards.
- Using the network for financial or commercial gain.
- Degrading or disrupting equipment or system performance.
- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Wasting technology resources, including bandwidth, file space, and printers by downloading music or video files, except for those identified as legitimate curriculum resources.
- Gaining unauthorized access to resources or entities.
- Using an account owned by other users with or without their permission.
- Posting personal communications, including photos of another person, without that other person's consent.
- Giving one's account and password information to other users.

### Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Being polite in all of your communications to others.
- Using appropriate language.
- In all activities being compliant with municipal, provincial, federal or international law.
- Maintaining the confidentiality of your personal address and phone numbers and those of students and colleagues.
- Using the network without disrupting the use of the network by others.
- Assuming that all communications and information accessible via the Internet are the private property of those who put it on the Internet.

### Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, the Internet or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference of another user's work. **"Harassment" is further defined as any unwelcome behaviour, conduct or communication, directed at an individual that is offensive and/or annoying to that individual.**

## Unacceptable Material

Because access to the Internet provides connections to other computer systems located all over the world, students (and parents) must understand that neither the District nor any District staff member controls the content of the information available on these other systems. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting, such as hate literature, pornography, and information related to immoral or illegal activities. The District does not condone the use of such materials and does not permit usage of such materials in the school environment. The District uses Internet filtering software in addition to teacher supervision to reduce the likelihood of students accessing inappropriate Internet sites. In the event a student inadvertently accesses an inappropriate Internet site, he/she must advise the supervising teacher of the inadvertent access.

## Penalties for Improper Use

Violation of the District's Acceptable Use Policy may result in:

- restricted network access
- loss of network access
- disciplinary action
- legal action

## Required Signatures

### Teacher

I have explained the purpose of this Acceptable Use Policy to the student named below. In addition, he/she has been informed about his/her responsibility in properly using the Internet for educational purposes and what penalties will result in his/her inappropriate use of the Internet.

Teacher Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

### Student

I understand that when I am using the Internet I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by International, Federal, Provincial or Municipal law and the policies and regulations of the District.

My signature below means that I agree to follow the guidelines of the Student Acceptable Use Policy for Internet access.

Student Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent or Guardian

Students under the age of 18 must also have the signature of a parent or guardian who has read this agreement.

As the parent or guardian of this student, I have read the Student Acceptable Use Policy and understand that Internet access is designed for educational purposes. I understand that it is impossible for the District to restrict access to all unacceptable materials and I will not hold the District responsible for materials acquired on the Internet. I have reviewed all of the points under Conditions and Rules for Use, Network Etiquette and Vandalism and Harassment with my child. I hereby give my permission for my child to access the Internet.

Parent/Guardian Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_