



SCHOOL DISTRICT No. 23 (CENTRAL OKANAGAN)

Student Acceptable Use Guidelines

School District No. 23 and your school, through computer workstations, Local Area Networks and the District Wide Area Network, **SD23Net**, provides access for students to local network services and the Internet or World Wide Web. Students are expected to read and understand the following **Student Acceptable Use Guidelines**. The **Student Acceptable Use Guidelines** apply to all District Networks within schools, offices and District departments of School District No. 23 and includes single computer workstation connections to the Internet, school Local Area Networks, school and site based Intranets, local and Provincial networks, and the World Wide Web or the Internet.

A. Educational Purpose

1. **SD23Net** has been established for a **limited educational purpose**. The term "educational purpose" includes classroom instructional activities, information literacy programs, student career programs, and limited high-quality self-discovery activities.
2. **SD23Net** has not been established as a public access service or a public forum. School District No. 23 has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in your **School Code of Conduct** and Provincial and Federal laws.
3. The use of District Networks is not a right, but a privilege and inappropriate use will result in cancellation of that privilege. Each student who receives an account will receive information pertaining to the proper use of the network. School and District administrators will decide what is inappropriate and their decision is final. An account or the privilege of access may be closed by the District at any time deemed necessary or by recommendation of the school administration or staff.
4. You may not use **SD23Net** for commercial purposes. This means you may not offer, provide, or purchase products or services through **SD23Net**.
5. You may not use **SD23Net** for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

1. Students will have access to Internet or World Wide Web information resources through their classroom, library, or school computer lab and the District Wide Area Network, **SD23Net**. Access to school and District networks and the Internet will only be provided after students receive permission from school administrative or teaching staff and then **only** under teacher supervision.
2. You and your parent(s) or guardian(s) must sign a **Secondary Student Network and Account Agreement** to be granted access to school and District networks and the Internet and/or to receive an individual e-mail account on school or District Network system(s). This **Agreement** must be

renewed on an annual basis. Your parent(s) or guardian(s) can withdraw their approval at any time.

3. Students will only be granted remote access to **SD23Net** from a remote location such as a home computer in exceptional circumstances or for special programs and only with the consent of your parent(s) or guardian(s), the school principal and Network System Administrator(s).
4. Students will have e-mail access only under their teacher's direct supervision. Generally students will have e-mail accounts only on their school Internet server. Student e-mail will not be provided on the District server.
5. If approved by your building principal and your supervising teacher, you may create a personal Web page on District Networks. All material placed on your Web page must adhere to **District Web Page Guidelines** and be pre-approved in a manner specified by the school and the District. Material placed on your Web page must relate to your school program and career preparation activities.

C. Unacceptable Uses

The following uses of **SD23Net** are considered unacceptable:

Personal Safety

1. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, and other information that may identify the location of you or your home.
2. You will not agree to meet with someone you have met on-line without your parent(s) or guardian(s) approval. Your parent(s) or guardian(s) should accompany you to this meeting.
3. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities

1. You will not attempt to gain unauthorized access to **SD23Net** or to any other computer system through **SD23Net** or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
2. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
3. You will not use **SD23Net** to engage in **any illegal act** including activities such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of person.

System Security

1. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. Users may not share passwords or accounts with others and must make all efforts to safeguard this information from unauthorized users.
2. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access to the computer network.
3. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures.

Inappropriate Language

1. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
2. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
5. You will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

1. You will not re-post a message that was sent to you privately without permission of the person who sent you the message
2. You will not post any private information about another person.

Respecting Resource Limits

1. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. The time limit on self-discovery activities will be defined by the Network System Administrator at the school and/or District level.
2. You will not download large files unless approved by the teacher or computer lab manager. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
3. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people

4. If you are assigned a school e-mail account, you will check your e-mail frequently, delete unwanted messages promptly and stay within your e-mail quota.
5. You will subscribe only to high quality discussion group mail-lists that are deemed appropriate by the school, while under the guidance of a teacher, and that are relevant to your education or career development

Plagiarism and Copyright Infringement

1. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
2. You will respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you use electronic information resources for school projects, you must cite those resources as directed by your teacher or teacher-librarian. Copyright law can be very confusing. If you have questions--ask a teacher.

Inappropriate Access to Material

1. You will not use **SD23Net** to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent(s) or guardian(s) have approved.
2. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee (or disclose this access in the manner specified by your school). This will protect you against a claim that you have intentionally violated this Agreement.
3. Your parent(s) or guardian(s) should instruct you if there is additional material that they think it would be inappropriate for you to access. The District fully expects that you will follow your parent(s)' or guardian(s)' instructions in this matter.

D. Your Rights

Limited Free Speech

Your right to limited free speech applies to your communication on the Internet under the same guidelines that are expected within the school environment. **SD23Net** is considered a limited educational forum, similar to a school newspaper, and therefore the District may restrict your speech for valid educational reasons.

Search and Seizure.

1. You should expect only limited privacy in the contents of your personal files on school or District computer systems. Upon the request of a teacher or administrator, students are expected to grant full access to all their computer files, including e-mail.

2. Routine maintenance and monitoring of **SD23Net** may lead to discovery that you have violated this Agreement, your school **Code of Conduct**, or the law.
3. An individual search will be conducted if there is any suspicion that you have violated your **Student Acceptable Use Agreement**, your school Code of Conduct, or the law.
4. Your parent(s) or guardian(s) have the right at any time to request to deny or restrict your access to District Networks or to see the contents of your e-mail files.

Due Process

1. The District will cooperate fully with local, Provincial, or federal officials in any investigation related to any illegal activities conducted through **SD23Net** or the School Local Area Network.
2. In the event there is a claim that you have violated this Policy or your school **Code of Conduct** in your use of the **SD23Net** or the school Local Area Network, you will be notified by your school principal as to the procedures that will be followed and the consequences that will result.
3. If the violation also involves a violation of other provisions of your school **Code of Conduct** it will be handled in a manner described in the **Code of Conduct**.

E. Consequences

1. Infractions of the provisions set forth the in the **Student Acceptable Use Guidelines** and the **Secondary Student Network and Account Agreement** or your **School Code of Conduct** may result in suspension or termination of network access privileges and/or other disciplinary action or consequences as determined by your school.
2. Activities in violation of Provincial and Federal laws will be subject to prosecution by those authorities. Disciplinary action may also be taken by the school and District as appropriate.
3. The administration and staff of your school may request user accounts to be denied to specific students.

E. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District Networks will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.