



Windsor-Essex Catholic District School Board
 Section: Information Resources
ADMINISTRATIVE PROCEDURE
PR IT:01A ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

NUMBER:	PR IT:01A
EFFECTIVE:	May 25, 2016
AMENDED:	Replaces H:17, H:18, SC:03
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2019-2020

1.0 OBJECTIVE:

- 1.1 To outline the code of behaviour and rules for the authorized use of the Board's Information Technology Resources.

2.0 GUIDELINES:

- 2.1 All policies, procedures, codes of behaviour and rules of the WECDSB apply to all of those using Information Technology Resources provided by or on behalf of the Board.
- 2.2 The WECDSB reserves the right to monitor the use of I.T. resources by all that access the systems and will take appropriate measures to ensure security of the facilities and information and compliance with policies, procedures and code of behaviour.

3.0 PROCEDURE:

3.1 Personal Safety Rules

- 3.1.1 Never reveal information about your personal identity or others (such as your name, address, phone number, age, physical description or school) in a public on-line forum where you may not know everyone who might see the information.
- 3.1.2 Never reveal your access password.
- 3.1.3 Never send a picture of yourself, another person or a group over an electronic network without prior informed permission of all the individuals involved and, in the case of minors, their parents or guardians.
- 3.1.4 Report immediately to a teacher or immediate supervisor any message or request you receive that bothers you or suggests personal contact with you.

3.2 Unacceptable Sites and Materials

- 3.2.1 Despite Board controlled measures and supervision, on occasion, users of information technology resources may encounter material that is controversial and which other users, parents or staff might consider inappropriate or offensive. It is the responsibility of the

individual user not to intentionally access such material and if inadvertently accessed should report to teacher or appropriate authority who will contact I.T. services.

- 3.2.2 The WECDSB is committed to meeting obligations under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code by providing safe schools and workplaces that respect the rights of every individual. Discrimination, bullying and harassment will not be tolerated. It is not acceptable to use Information Technology Resources to knowingly access sites, which contain material of a discriminatory or harassing nature.
- 3.2.3 Users of the WECDSB's information technology resources will not knowingly access, upload, download, store, display, distribute or publish any information that:
- (a) is illegal or that advocates illegal acts or facilitates unlawful activity;
 - (b) threatens or intimidates any person or suggests violence, hatred or discrimination toward other people;
 - (c) uses inappropriate and/or abusive language or conduct;
 - (d) contains inappropriate religious or political messages;
 - (e) violates or infringes the rights of any other person according to the Windsor-Essex Catholic District School Board policies, Ministry of Education policies, the Ontario Human Rights Code, or the Canadian Charter of Rights and Freedoms;
 - (f) is racially, culturally or religiously offensive;
 - (g) encourages the use of controlled substances, participation in an illegal act or uses the system to incite criminal actions;
 - (h) is of a defamatory, abusive, obscene, profane, pornographic or sexually explicit nature;
 - (i) contains personal information, images, or signatures of individuals without their prior informed consent;
 - (j) constitutes messages of sexual harassment or which contains inappropriate romantic overtones;
 - (k) solicits any users on behalf of any business or commercial organization without appropriate authorization;
 - (l) supports bulk mail, junk mail, phishing or spamming;
 - (m) propagates chain letters, or other email debris; and
 - (n) attempts to hide, disguise or misrepresent the identity of the sender.

3.3 User Obligations and Acknowledgement

All users of WECDSB information technology resources will do the following:

- 3.3.1 Keep use of on-line services within reasonable limits in terms of time and volume of information transferred through the system. Excessive use of the system may disrupt services for all users (e.g. sending mass mailings of large documents, transferring large files, or movie streaming at times of peak system usage).
- 3.3.2 Report to an appropriate authority any harm to the system or to information on the system whether that harm has been caused accidentally or intentionally.
- 3.3.3 Email is to be used only to further the Board's objectives, and is the Board's property. As part of regular, day-to-day business operations, the Board does not monitor email. Should a

specific need arise, the Director or his/her Designate can request that specific Board email be monitored.

3.4 Prohibited Uses and Activities

All users of WECDSB on-line systems will **not** do the following:

- 3.4.1 Copy, download, install or run viruses or other inappropriate, malicious or unauthorized materials such as games, files, or scripts from any source.
- 3.4.2 Cause damage to any computer(s) and/or equipment including, but not limited to computer hardware, furniture, projectors, connectors, key-boards, storage devices (e.g. disk drives), and pointing devices (e.g. mice).
- 3.4.3 Damage or erase files or information belonging to any person without authorization.
- 3.4.4 Use any other person's account on the system.
- 3.4.5 Cause any user to lose access to the system – for example, by disabling accounts or changing passwords without authorization.
- 3.4.6 Open a computer case, move a computer, tamper with computer cables or connections without proper authorization.
- 3.4.7 Attach unauthorized devices to a computer or network. Such devices include but are not limited to portable computers, disk drives, protocol analyzers, and other electronic or mechanical devices. Move, copy, or modify any of the system files or settings on any computer, server or other device without proper authorization.
- 3.4.8 Compromise themselves or others by unauthorized copying of information, work or software belonging to others, encouraging others to abuse the computers or network, displaying, transferring or sharing inappropriate materials. Software pirating and unauthorized copying of material belonging to others is regarded as theft.
- 3.4.9 Copy, transfer or use files, programs or any other information belonging to the WECDSB for any reason whatsoever unless the licensing specifically permits such actions.
- 3.4.10 Attempt to subvert the WECDSB networks by breaching security measures, hacking, accessing records without authorization or any other type of disruption.
- 3.4.11 Take the ideas, writings or images of others and present them as if they were yours. Under copyright laws, all information remains the property of the creator(s)/author(s) and therefore permission is required for its use. The use of copyright materials without permission can result in legal action.

3.5 Consequences

Inappropriate use of on-line access by students and staff could result in disciplinary action that may include legal action and/or involvement of police.

3.6 On-line Publishing

Information published on the Internet or Intranet can reach millions of people who are mostly unknown to the original publishers. For this reason, it is important to regulate information that is published through the facilities of the WECDSB.

- 3.6.1 The electronic publication of information using the facilities of the WECDSB is subject to all WECDSB policies, procedures and guidelines.
- 3.6.2 Links from a WECDSB site to outside sites must be carefully selected and are subject to the same standards of content quality as WECDSB sites.
- 3.6.3 A means of contacting the publisher of any collection of information (such as a website) must be clearly identified on the opening screen of the collection.
- 3.6.4 The information published on-line must be kept current and accurate with no conscious attempt to mislead the reader.
- 3.6.5 Personal information such as personal addresses, phone numbers, individual or group pictures, or signatures cannot be published without express informed permission according to WECDSB procedures.
- 3.6.6 The appropriate school or department administrator is responsible for ensuring that all work published is original or has been cleared for copyright with the originator and ownership of the copyright is clearly indicated.
- 3.6.7 All web pages posted to the Internet must be linked to the official central site of the WECDSB.
- 3.6.8 All web pages hosted on the WECDSB corporate site or paid for by the WECDSB are considered property of the WECDSB.

3.7 User Informed Consent

Students

- 3.7.1 Parents/Guardians will be required to complete a Board use of Student Photograph or Work consent form (Appendix A) when registering their child. This consent form will remain in effect throughout the student's school career unless the parent/guardian or student (if over 18 years of age) requests its removal.

All Users

- 3.7.2 All users are required to review the Notification of Board Acceptable Use of Information Technology Resources (Appendix B). The Board expects that all users will be responsible in their use of the Board's Information Technology Resources through the facilities provided by the Board.

3.8 Liability

The WECDSB makes no warranties of any nature or kind, expressed or implied, regarding its on-line services or resources, the continued operation of these services, the equipment and facilities used and their capacities, or the suitability, operability and safety of any program or file posted on WECDSB systems for any intended purpose.