

**Student
Computer and Internet
Usage and Access Agreement**

Guiding Principles

This agreement shall govern the use of computer equipment, software, the network, e-mail and Internet access provided by the Board of School Trustees of School District No. 71 (Comox Valley)(the “School Board”) to students.

School Board computers, software, networks, electronic systems and access to the Internet (collectively referred to as the “System”) are intended for **educational and/or research purposes**. The School District provides access to Internet e-mail capability as well as Internet informational resources, and searching and browsing tools. Use of the System and access to the Internet for any other purpose is prohibited including, without limitation, commercial, criminal, obscene or illegal purposes. Use of the System to gain access to inappropriate materials, including, without limitation, obscene or pornographic materials, is prohibited.

Use of the System requires prior authorization by the School Board. The School Board reserves the right to restrict the scope of access to individual users or classes of users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the System.

Access to the System, including Internet resources is a privilege, not a right. Such access is made available only so long as the user complies with the Computer and Internet Usage and Access Agreement and such rules and regulations as may be made by the School Board from time to time. Inappropriate or prohibited use may lead to suspension or termination of user privileges at the discretion of the School Board, and possible other consequences including disciplinary action. Use of these resources indicates you agree to comply with the terms and conditions of use established by the School Board and outlined in this Agreement.

The Purpose and Scope of Internet Access

The purpose of student access to the system is to further the learning objectives of a student’s educational program, including without limitation:

1. Meeting the learning outcomes of the Information Technology K-6 curriculum.
2. Providing training in the use of computer systems;
3. Providing access to a wide range of material with educational value to the student;
4. Facilitating communication with others around the school district and the world in furtherance of the student’s education.

Student access to the System may include one or more of the following, depending on the level of authorization:

5. Access to one or more computers without access to the network;
6. Network access within the school district only;
7. An e-mail account which permits the exchange of e-mail both within the school district and through the Internet;
8. Access to the Internet including access to the World Wide Web.

Authorization for Student Use

Authorization for access at any of these levels will be granted only when both the student and his or her parent(s)/legal guardian(s) have signed a form prescribed by the School Board agreeing to be bound by this agreement and any rules and regulations respecting use of the System that are made by the School Board from time to time.

There is a wide range of material available on the Internet, some of which may be offensive or conflict with the values of some families. The School Board will endeavour to limit access to offensive material, and may revoke access privileges of students who use the System to access inappropriate materials. However, it is not practically possible for the School Board to constantly monitor or individually control student use of the System, nor to prevent inadvertent accessing of offensive material. Parent(s)/legal guardian(s) who have particular concerns about access to inappropriate material should discuss this issue with the appropriate teacher(s) and administrator at their child's school.

The School Board will revoke one or more levels of access of a student at the request of his or her parent(s)/legal guardian(s).

Failure by a student to comply with this Agreement and any rules and regulations respecting use of the System that are made by the School Board from time to time may result in suspension or revocation of some or all access privileges and may also result in disciplinary action.

Rules For Use of the School Computer Network and Internet

General

It is important that users conduct themselves in a responsible, decent, ethical, and polite manner while using the System. Following is a list of guidelines whose violation may lead to suspension or termination of privileges.

1. When interacting on the Internet, you are expected to behave as you would in any other environment where you represent your school.
2. Users may not upload or download any programs on this system.

System Security

Authorized users are prohibited from permitting other persons to use their access, or account, and must log off immediately after use to ensure that others cannot use their access or account.

Authorized users must not disclose their passwords to any other person regardless of the circumstances. Account holders are responsible for all activity within their account. Users must follow the school's virus protection procedure when using floppy disks, placing material on a computer or downloading material from the Internet or e-mail. Conduct which deliberately or recklessly exposes the System to computer virus infection is prohibited.

Prohibited Use

Following is a list of examples of prohibited conduct:

1. You may not use the System to:
 - transmit any materials in violation of Canadian laws;
 - duplicate, store, download or transmit pornographic materials;
 - transmit or post threatening, abusive, or obscene material;
 - duplicate, store, download or transmit copyrighted material that violates copyright law;
 - participate in pyramid schemes.
2. You may not violate, or attempt to violate, the security of the System.
 - Any attempts to access unauthorized data on the System will result in termination of user privileges.
 - Any attempts to vandalize System accounts or systems will result in termination of user privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, the School Board, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
 - Use of another individual's System account or password without his/her knowledge is prohibited.
3. When interacting on the Internet, do not:
 - use abusive, vulgar, profane, obscene or other inappropriate language;
 - criticize the spelling, writing or keyboarding of others;
 - re-post personal e-mail that you receive to public forums (e.g., listservs, newsgroups) without the permission of the author.
 - Use Hotmail or any mail program other than Netvista mail.
4. As a System user, you must not:
 - share your password with others. Remember, accounts are to be used only by the owner of the account. Account holders are responsible for all activity within their account.
 - distribute or use anyone else's user id and password;
 - reveal anyone else's personal information.
5. The System is a shared resource and you should use it in such a way that it doesn't disrupt the services to others. Do not use the System:
 - for business purposes;
 - for product and/or service advertisement or political lobbying;
 - to send chain letters;
 - to play network intensive games;
 - to download excessively large files, except in low use hours;
 - to harass other users with unwanted or unsolicited e-mail messages.

Privacy and Confidentiality

Use of the System including Internet access, is neither private nor confidential and may be tracked. Use of the System including the Internet, by any individual, may be monitored or reviewed by the School Board system administrator(s) without prior notice.

The contents of computer hard drives and other storage devices owned by the School Board may be examined and read by the system administrator(s).

The system administrator(s) may remove locally posted messages that are unacceptable and/or in violation of the Computer and Internet - Usage and Access Agreement.

In the case of misuse or suspicion of misuse of the network or services, the School Board reserves the right to access any files on the system.

The system administrator(s) will not intentionally inspect the contents of users' e-mail, or disclose the contents to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient, unless required to do so by law or the policies of the School Board, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. The School Board will cooperate fully with any participating school district, local, provincial, or federal officials in any investigation concerning or relating to any e-mail transmitted on the System.

The system administrator(s) has the right to set quotas for disk/computer usage and download/time limits on the System.

Procedure for Suspension or Termination of Access

The system administrator(s) has the right to suspend or terminate a user's access to and use of the System upon any breach of the Computer and Internet Usage and Access Agreement by the user. Prior to suspension or termination, or as soon after as is practicable, the system administrator will inform the user of the suspected breach and give them an opportunity to present an explanation. The user may request a review hearing with the account authorizer (and/or other school district administrators if the user feels that the action was unjust. After the review, access may be restored if the system administrator and the school district personnel uphold the user's appeal.

Student Agreement

My teacher has explained the rules and responsibilities listed in the **Computer and Internet usage and Access Agreement** to me. I understand these rules and responsibilities and agree to follow them.

Name: _____

Student #: _____

Signature: _____

Date: _____

Teacher's Name: _____

In order to use the Internet, students must also obtain their parent or guardian's permission.

Parent/Guardian Internet Agreement

I have read this agreement and understand that the Internet account is designed for educational use governed by the terms of the **Computer and Internet Usage and Access Agreement** specified above. I also understand that it is impossible for Comox Valley School District to restrict access to all controversial materials. I will not hold the teacher, the school, or the Comox Valley School District responsible for or legally liable for materials distributed to or acquired from the network. I also agree to report any misuse of the information system to the system administrator or teacher.

I have read and discussed this document with my child.

I hereby **give my permission** to issue an Internet account to him or her . Please tick box

I **do not give my permission** to issue an Internet account to him or her. Please tick box

Name: _____

Date: _____

Signature: _____