

4580 Electronic Information Access - Students

Policy 4580

STATUS: ADOPTED

Electronic Information Access - Students

Adopted: March 26, 1997

Last Revised: June 19, 2013

Description:

The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of the society, those changes may also alter instruction and student learning. The Board supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

In preparing citizens and future employees in an Age of Information, electronic information research skills become fundamental. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Appropriate standards of behavior for the use of electronic services will be developed. In addition appropriate standards for the protection of students and student information will also be developed

Access to electronic information includes district resources, electronic mail and the Internet.

In consultation with Parent Advisory councils, schools are to develop specific policies for access to electronic information services. School policies must adhere to Board policy and regulations.

Electronic Information Access - Students

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Description:

1. In order to develop electronic resources that will serve the provincial and district curriculum, district personnel will review and evaluate resources in order to offer recommended websites and materials which comply with Board guidelines defined in Board Policy 3620 governing the selection of instructional materials. The purpose is to provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to provincial and district curriculum. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access, either as an individual user or as a member of a class or group.
2. As much as possible, access to district information resources will be designed in ways which point students to those resources which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.
 - i) Elementary students receiving access under direct instruction and supervision must have returned a signed parent consent form prior to network access. Elementary schools, through school policy, can decide whether or not to require a signed student use agreement;
 - ii) Secondary students must have returned a signed parent consent form, submitted annually, and a signed student use agreement prior to network access;
 - iii) Adult students must have returned a signed student use agreement.
3. Students are responsible for good behaviour on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules of conduct will apply for online behaviour and communications.
4. The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who commit to acting in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right.
5. Individual users of the district computer networks are responsible for their behaviour and communications over those networks. It is expected that users will comply with district standards.

6. School staff shall provide instruction on appropriate use of network services, clarification of standards of behaviour and the consequences of inappropriate behaviour.
7. Schools shall display network etiquette guidelines and standards in computer labs and where network services are accessed.
8. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.
9. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. ++++++stopped here

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Sending personal home information such as address, telephone number, etc. If students need to supply an address or telephone number they must use the school information rather than personal information
- Sending personal information of other people
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes unless the activity is directly related to a school based program and receives prior authorization from the school.

Possible sanctions:

- Violations may result in a loss of access.
- Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behaviour.
- When applicable, law enforcement agencies may be involved.

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Sample Parent Permission Letter

Electronic Information Services Permission Form:

We are pleased to offer students of the _____ access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all school age students must obtain parental permission. Students may also be

required to sign an acceptable use agreement.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

District Internet and E-Mail Rules

Students are responsible for good behaviour on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behaviour and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behaviour and communications over those networks. It is presumed that users will comply with district standards and will honour the agreements they have signed. School staff shall provide instruction on appropriate use of network services, clarification of the standards of behaviour and the consequences of inappropriate behaviour. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honoured. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy and regulations, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Sending personal home information such as address, telephone number, etc. If students need to supply an address or telephone number they must use the school information rather than personal information
- Sending personal information of other people
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources

Employing the network for commercial purposes unless the activity is directly related to a school based program and receives prior authorization from the schoolbased program and receives prior authorization from the school.

Violations may result in a loss of access as well as other disciplinary or legal action.

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Sample Parent Permission Form:

As the parent or legal guardian of a student, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable. I will assist and support the school in setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Name: _____

Parent Signature: _____ Date: _____

Name of Student _____

School _____ Grade _____

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Sample Student Acceptable Use Agreement:

As a user of the _____ computer network, I hereby agree to comply with the above stated standards of behaviour, rules of acceptable use and expectations and will access the network in a responsible fashion while honouring all relevant laws and restrictions.

Student Signature _____ Date: _____

Student Name _____