POLICY 311
Users shall:
- use ICT for respectful communications, respecting the principles of a <u>Positive Learning Environment</u>.
- refrain from infringing on a person's or organization's copy-right. This illegal activity includes, but is not limited to, un-authorized duplication of copyrighted software (software pirating) and using text, sound or visual material without permission;
- give references and credit when creating, using or altering electronic information with the understanding that rules regarding plagiarism for printed documents also apply to electronic resources;
- be aware that e-mail and electronic files pertaining to government business are subject to the <u>Right to Information Act</u>

Users shall not:
- create, access, store, publish, send or print text, images, sound or any other files which are generally considered to be unlawful, obscene, pornographic, erotic, abusive, discriminatory, hate-motivated, seditious, harassing, counter to a positive learning environment, demeaning or otherwise objectionable;
- alter the content of electronic documents (e.g. e-mails, digital images, websites) for the purpose of falsification or distortion, or forward information which the originator would reasonably expect to be kept private; or
- make use of ICT for personal monetary gain. This includes solicitation of funds and selling goods and/or services of any type.
- harm or attempt to harm data or services not belonging to the user;
- obtain, by any means, access to any system, service, privilege or electronic material to which the user is not entitled (e.g. hacking);
- access network/Internet services anonymously. All network/Internet access must be traceable to the user;
- use free e-mail (i.e. commercial, advertiser-sponsored service such as Hotmail).
- use unprotected chat sites or instant messaging due to their anonymous nature and to the disproportionate investment of resources with limited return for the Department.
- use Internet/network resources to access/store/install games or other large files (e.g. graphics or music files) for recreational purposes. High-volume transmissions which are likely to place the stability of the infrastructure at risk are prohibited. These restrictions are imposed due to limited server storage space and to capacity limitations governing the volume of data transmitted.
- transmit unsolicited bulk information (SPAM). This includes: junk mail, advertising, jokes, solicitation, chain letters, virus alerts not originating from the system administrator and announcements of social or sporting events/information not pertaining to the public school system. Large volume e-mail distribution should be of appropriate relevance to learning/work and to its recipients to justify the associated cost.
- compromise his/her personal safety by revealing personal contact information such as school location, home phone number, e-mail address or physical address or agreeing to meet with unknown persons contacted through the Internet without parental consent, if the user is a minor; or
- compromise the safety or privacy of others.

Violation of the standards set out in this policy may result in immediate termination of Internet and e-mail access without notice and other disciplinary measures such as removal from a course or suspension from school.

_____
Student Signature

_____
Parent Signature