SECONDARY SCHOOL ACCEPTABLE AND SAFE USE PROCEDURE

The Durham District School Board is pleased to provide you with access to a variety of computing technology. Computing technology in Durham is provided for educational purposes, not for public access. They will help you to achieve your learning outcomes, research requirements, and assist with career preparation.

Please review this procedure with your parent/guardian. Procedures and rules regarding the use of the facilities and resources must be followed.

Acceptable Use

Students will not engage in cyber communications that cause someone to fear for his or her safety.

Students will use the computing technology as prescribed or approved by their teacher.

Students will not engage in Cyber-bullying, visiting unacceptable sites, and/or illegal activity.

Students will not engage in posting writing on the internet that is designed to insult or injure a person's reputation.

Students will accurately cite information from the Internet. Students will not plagiarize.

Students will abide by copyright laws. Students will not download and share copyrighted materials without the copyright holder's permission.

Students will abide by school procedures.

Students will not share passwords or data or misrepresent their identity.

Students will report all instances of hardware damage or changes to the desktop or operating system immediately.

Safe Use

Students will not post personal information about themselves or others. This information includes last name, age, sex, home addresses, telephone numbers, pictures, videos, routes taken to school, parents' hours of work, etc.

Students will inform the teacher immediately when accidental access to inappropriate materials or with unacceptable users has been made. Students will seek help from principals, teachers and parents when victimized by Cyber-bullying.   Students will report Cyber-bullying concerns to principals, teachers and parents.

Appropriate Use

Students will be polite.

Students will not use language that is unacceptable in the classroom, including language that is racist, sexist, harassing, violent, or otherwise unacceptable.

Students will not send messages containing information that would cause discomfort to themselves or others if it were written on a classroom blackboard or other public place.

Students will not use the computing technology ways that will disrupt other users. Any tactics which harm or compromise the functionality of the system are forbidden.

Students will assume that all communications received are private and confidential and will not disseminate them without permission from the original author. Students will not collect or distribute personally identifiable information about others on the Internet.

Reliability/Accuracy

While the Durham District School Board (including your school) strives to maintain the efficient operation of the computing technology, it does not guarantee their reliability. Additionally, the Durham District School Board (including your school) does not guarantee the accuracy of information found on the Internet.

Recourse for Abuse/Misuse

Students who do not follow this procedure AND those rules provided by their teachers and their school Student Code of Behaviour will have their computing technology privileges suspended pending review. Students are reminded that the board Student Code of Conduct states that a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, or engaged in a school-related activity, or engaged in conduct that has a relationship to the school or school community. Recourse and disciplinary measures are outlined in the school Student Code of Behaviour, Safe School Act, and Provincial Code of Conduct. Legal recourse may also be applied for criminal activities.

ACCEPTABLE AND SAFE USE PROCEDURE
for Computing Technology

Letter to Parents/Guardians and Secondary Students

Dear Parent/Guardian and Student:

The Durham District School Board is pleased to provide parents/guardians and students with information regarding computing technology available to students at school. Please read this letter and the accompanying Acceptable and Safe Use Procedure.

DDSB computing technology is made available to students to support their learning, research requirements, and career preparation. DDSB technologies allow all schools to offer Internet access to their students. The Internet is a vehicle for accessing a global network of information resources for teaching and learning. Students may use the Internet to locate and retrieve information and communicate learning with others.

Students are encouraged to report Cyber-bullying to parents/guardians and teachers. Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others. Cyber-bullying can happen through the use of e-mail, cell phone text, multi media messages, instant messaging, defamatory Web logs (Blogs), personal Web Sites, and on-line personal polling sites and other social media websites and applications. It is a crime to publish a "defamatory libel" (i.e. writing something that is designed to insult a person or likely to injure a person's reputation by exposing him or her to hatred, contempt or ridicule). It is also a crime to repeatedly communicate with someone causing him or her to fear for his or her or someone else's safety. Students engaged in Cyber-bullying will be subject to discipline according to the Schools Code of Behaviour and Safe Schools Act. Police may be contacted.

Cyber-bullying often takes place off school property and/or outside school hours. Normally this cyber-bullying is not a school matter but a parent, community, and/or police matter. On occasion this type of Cyber-bullying can have an impact on the school and negatively affect safety and learning. When this type of Cyber-bullying affects the school climate it becomes a concern for school administrators and teachers.

Students are encouraged to be media literate. Internet resources may contain material that may be questionable, objectionable, or illegal. Students re-visiting unacceptable sites will be subject to discipline according to the Schools Code of Behaviour. Cellular phones (and other electronic signaling devices) are disruptive if they are activated in class. Incoming signals distract the student's attention away from the instruction and can interfere with both teaching and learning.

The DDSB utilizes Internet filtering software. This software blocks access to specific unacceptable sites known to contain violence, sexually explicit acts, hate crimes information, pornography, racist and other extremist viewpoints, cults, etc. No software is capable of blocking all unacceptable Internet sites.

Teachers and students are instructed on the safe and acceptable use of the Internet and other DDSB computing technology. Teachers will supervise students use of the Internet as they supervise student use of all other school resources.

All students are expected to abide by the DDSB Acceptable and Safe Use Procedure included with this letter. Misuse and/or abuse of the facilities and resources are subject to consequences as defined and explained in their schools' Student Code of Behaviour. Use of the Internet is governed by the Regulation 5500 , the Student Code of Conduct, which states that "a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, engaged in a school-related activity, or engaged in conduct that has a relationship to the school, school community,

In addition, use is governed by all relevant federal (e.g. Copyright, Freedom of Information, Protection of Privacy Act, the Criminal Code, the Youth Criminal Justice Act, Canadian Human Rights Act), provincial (e.g. Education Act, Child and Family Services Act, Safe School Act, the Health and Safety Act, Human Rights Code), DDSB (e.g. Policies and Procedures, Central File 06/07-28), and local school (e.g. School Code of Behaviour) laws and regulations. Use of DDSB computing technology for unacceptable, illegal, political or private commercial purposes is strictly prohibited. The onus is on the user to know and to comply with these laws and regulations.

We look forward to providing students with the opportunity to use the school's computing and information technology facilities and resources in a safe and meaningful way.

Please sign and return this letter.

I have read the Acceptable and Safe Use Procedure - Letter to Parents/Guardians and Students and the Secondary School Acceptable and Safe Use Procedure. I understand that if I do not follow the rules and procedures outlined therein, my access to computing and information technology facilities and resources or the Internet may be terminated. I may face consequences in keeping with laws and regulations. Police may be contacted.

Student Name: _____

Student Signature: _____

Parents/Guardians Signature: _____

Date: _____   Home Room: _____