



# LOCKERBY COMPOSITE SCHOOL ACCEPTABLE USE POLICY FOR COMPUTERS AND NETWORKS

2020 – 2021

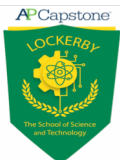
By using computers, other technological devices, and the Internet, students can access current information worldwide. Student users and parents must understand that Lockerby Composite School cannot control the content of this information, some of which is controversial and/or offensive. For these reasons, Lockerby Composite continues to take reasonable precautions in student computer use through the Lockerby Composite School Acceptable Use Policy for Computers and Networks.

**I Unacceptable Computer and Network Use:** Computers (including laptops, chromebooks, iPads, and any other personal devices including cell phones), which connect to the school network, are to be used in a responsible, efficient, ethical, and legal manner. They support the educational objectives and student behaviour guidelines of Lockerby Composite School, and the Rainbow District School Board. Unacceptable uses of computers and network include, but are not limited to the following actions:

- violating copyright or trademark laws;
- logging-on to the network as a member of Rainbow Schools staff;
- installing an operating system that does not comply with the school's specifications;
- using file-sharing applications which may/may not share viruses, mp3s, or other illegal materials via the school network;
- forwarding personal communications or messages without the author's consent;
- distributing material protected by trade secret, utilizing the network for commercial purposes, sending chain letters, or soliciting money for any reason, or providing political or campaign information;
- sending or soliciting sexually oriented messages, images, sounds, music or video;
- capturing, sharing, or publishing a still or video image of an individual without his or her consent;
- engaging in electronic chats, messaging, social media, or gaming during class, or otherwise, except as authorized;
- vandalizing school networks;
- interfering with a network administrator's or teacher's right to monitor network activity;
- attempting to login to a network by impersonating or sharing the password of another user;
- disabling anti-malware software or otherwise, which would facilitate the transfer of viruses to the school network;
- attempting to threaten, harass, or bully others through the sharing of chat logs, messages, pictures, video, or other electronic means. This includes, but is not limited to using offensive or harassing statements, such as disparaging others based on race, appearance, national origin, sex, sexual orientation, age, disability, religious, or political beliefs;
- installing peer to peer (p2p) software of any kind, keyloggers, or bypassing the school's configuration/security process;
- carrying the laptop in a bag that does not comply with the school's health and safety standards and Student Handbook Guidelines.

**II Net Etiquette:** Below are rules of appropriate behaviour on computers and network etiquette at Lockerby Composite School:

- acknowledge explicitly any audio, video, sound, or text web sources;
- follow Lockerby Composite School's Academic Honest and Integrity Policy;
- use polite and appropriate language (do not swear, use vulgarities, or other abusive and offensive language);
- do not reveal personal information such as your address, phone number, credit card, bank account, social insurance number, or the personal information of others;
- do not reveal the personal information of others including use of photos of others, use of messages of others, their personal identification, or video of others, through such devices as web cams or downloaded cell phone data;
- do not disrupt the use of the network;
- do not attempt to gain unauthorized access to system programs or computer equipment.



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- III Disclaimer:** Lockerby Composite School and the Rainbow District School Board are not responsible for computer related damages, including loss of data, the presence of viruses, or inaccurate information on permanently installed computers, laptops, and/or other devices. Students accept personal responsibility for any information obtained or delivered via the network including the sharing of personal information.
- IV Privacy:** Students (including laptop students) may be assigned individual accounts (such as Gmail, other @rscloud domain accounts, and/or otherwise). Teachers and administrators may monitor all student work and email including material saved on laptop and/or other device hard/cloud drives. Users should NOT assume that files stored on network servers or hard/cloud drives of individual computers will be private.

**Student Agreement:** I understand and will abide by this Acceptable Use Policy. I understand that any violation can result in the loss of access privileges and in further school disciplinary action.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent/Guardian Agreement:** I have read this Acceptable Use Policy and understand that computer access is for educational purposes. I recognize that it is impossible to restrict access to all inappropriate materials. I accept responsibility for my child's/student's compliance with this Acceptable Use Policy and give permission for my child/student to use Lockerby Composite School computers (including laptops, chromebooks, iPads, and any other personal devices including cell phones), and networks.

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date