



Commission scolaire
Lester-B.-Pearson

REGISTER OF POLICIES, PROCEDURES AND BY-LAWS

APPROPRIATE USE OF DIGITAL COMMUNICATIONS AND TECHNOLOGIES POLICY

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APPROPRIATE USE OF DIGITAL COMMUNICATIONS AND TECHNOLOGIES

A. Purpose

The purpose of this policy and the addenda that accompany it are to establish guidelines and responsibilities related to the use of the Lester B. Pearson School Board (LBPSB) network, as defined in Section B, on the part of students, employees (including individuals on service contracts with the board), commissioners (elected/parent), volunteers and others authorized by the schools, centres and board administration, using equipment and facilities owned or leased and operated by the LBPSB and/or personally-owned equipment used to access the network. It also applies to anyone whose conduct using the network or internet (in or outside the school/centre) has a negative impact on school/centre life.

B. The Network

The network is defined to include: the wired networks, the wireless networks and third party network carriers such as cell phone carriers who connect to our digital infrastructure

Access to the school board network is offered to the LBPSB community¹ to support pedagogical, research and administrative use. Authorized users will be provided with login credentials to access the network. The credentials will carry pre-established and age-appropriate levels of security.

This policy provides a framework for the acceptable pedagogical and administrative use of the network and ethical conduct of the users. Access to and use of the network carries with it a responsibility for adherence to established guidelines for acceptable use, which are set out below.

C. Acceptable Use

The school board provides access to the networks for pedagogical, research and administrative purposes and provides opportunities for collaborative work in the furtherance of those purposes.

With access to the network comes the availability of material that may not be considered appropriate in the context of the school/centre/school board setting. The school board will take measures to monitor access with a goal to providing a balance between access and risk. Content will be filtered in an age-appropriate, pre-established manner.

However, on a network capable of accessing the internet, it is impossible to control access to all materials that may be deemed inappropriate and a user may discover inappropriate information either intentionally or unintentionally.

We believe that the benefits from the information and opportunities for collaboration available on the network far outweigh the risk that users may procure material that is not consistent with the school board's policies.

With this in mind, a document titled Digital Rights and Responsibilities has been developed for sharing with all users of the network. This document can be found in Addendum B.

Users must accept the Digital Rights and Responsibilities of Use as stipulated in Addendum B on the Technology Permission Form (Addendum C). The administration may revoke or suspend specific user access and legal sanctions may apply should a user not comply. The Technology Permission Form will be kept on file.

Practices prohibited by the LBPSB include, but are not limited to:

1. Installing, transmitting or downloading information, media or software in violation of copyright.
2. Posting messages and attributing them to another user, or otherwise misrepresenting one's identity online.
3. Attempting to harm or destroy data of any person, computer or technology device.
4. Attempting to maliciously alter any system's software or hardware.
5. Attempting to access content related to pornography or gambling.

Users must note that emails accessed from within the network are not private. Messages relating to or in support of illegal activities will be reported to authorities.

The school board maintains an audit log² detailing internet use and data traffic of all users and reviews it as required.

The school board will provide the ability to use mobile devices and personally owned equipment in the classroom for pedagogical purposes, pursuant to this policy and the Acceptable Use Policy and/or Code of Conduct of the school/centre. In case of discrepancy the latter will have priority.

The administration may revoke or suspend specific user access and legal sanctions may apply.

D. Security

The school board maintains a security system to protect it from external and internal attacks such as spam³, viruses and any other digital threats. The school board reserves the right to take all reasonable measures to maintain maximum protection of the system. It will update its preventative protection on an ongoing basis according to the latest standards.

Security on the Lester B. Pearson School Board computer network is a high priority. Any user subjecting the network to security risks⁴ or having a history of misuse with other computer systems may be denied access.

The school board will periodically review any internal or external websites that represent the schools/centres or school board to ensure that they conform to the policies of the board and the school/centre's Acceptable Use Policy and/or Code of Conduct.

E. Disclaimers

1. The school board makes no guarantee, either expressed or implied, that access to services will always be available.
2. The school board is not responsible for any damages incurred, including, but not limited to: loss of data resulting from delays or interruption of service; personal property used to access these resources; the accuracy, nature or quality of information stored or gathered through school board provided access; unauthorized financial obligations incurred through school board-provided access.
3. Even though the school board may use technical or manual means to limit student access, the limits do not provide a foolproof means for enforcing the provisions of this policy.
4. All provisions of this policy are subordinate to local, provincial and federal statutes.

F. Sanctions

1. Violations of acceptable use (Section C) will be cause for disciplinary action in accordance with the school/centre's Acceptable Use Policy and/or Code of Conduct and the Lester B. Pearson School Board Safe and Caring Schools Policy and any disciplinary measures in accordance with the current collective agreements.
2. When appropriate, cancellation of user privileges may occur.
3. When necessary, law enforcement agencies will be informed.

G. Modifications

With the exception of Addendum A (definitions), the addenda are not an integral part of the present policy. They are added to the present policy for information purposes only and are subject to modifications without consultation.

Addendum A

Definitions

1. **LBPSB Community:** Students and staff of the Lester B. Pearson Community. Volunteers, such as Governing Board and PPO members who have been issued an email address on lbpsb.qc.ca or lbpearson.qc.ca. Other community members may be considered part of the community, for network access purposes, at the discretion of administration.
2. **Audit Log:** A file in which visited websites and computer activity are recorded and time stamped.
3. **Spam:** The term spam has been adopted by the Internet community to signify the unsolicited mass-posting of messages. Spam is unwanted, invasive Internet advertising.
4. **Security Risks:** Defined as a malicious or ignorant act that compromises the integrity of any software application or hardware and/or the confidentiality of data. Also considered security risks are applications that are designed with inadequate security control.

Addendum B

Digital Rights and Responsibilities

Digital citizenship involves understanding the social, ethical and legal issues relating to all aspects of technology, in order to use it appropriately and effectively. There are rights and responsibilities that go hand in hand with being a good digital citizen. The rights and responsibilities listed below apply to all users of the Lester B. Pearson School Board network.

I have the **RIGHT** to:

- learn and work in a safe, appropriate, and secure environment free from harassment *
- use the school board network for educational purposes
- be respected as an individual
- express opinions, ideas and feelings, while keeping in mind the rights of others
- have my digital identity protected from unauthorized use
- have managed access to the internet **
- report any action interfering with a safe learning environment to the appropriate authority

I have the **RESPONSIBILITY** to:

- contribute to a positive culture of learning
- use school/centre space and equipment, as well as personal devices, in an appropriate, responsible and respectful way
- respect others and their right to privacy
- practice safe, appropriate and legal and responsible use of information and technology
- protect my personal information and that of others
- engage in technology use for educational purposes and respect for educational value

* Please refer to the definition of *harassment* as defined in the Lester B. Pearson School Board's Policy on Safe and Caring Schools (pages 5-6). In the context of digital rights and responsibilities, examples of harassment would include, but are not limited to: cyberbullying, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist or illegal material.

** The *internet* refers to the worldwide system of computer networks, linked by a broad range of electronic, wireless and optical networking technologies.

ADDENDUM C

Conditions of Use of the Lester B. Pearson School Board Computer Network

Consent Forms

TECHNOLOGY PERMISSION FORM

Dear Parents,

_____ School is fortunate to have access to technology such as computers, mobile technologies, audio visual tools, etc., which includes internet and email capabilities. We believe it is important for students to learn the responsible use of these valuable resources, which will greatly enhance their learning environment.

Although our school board uses practical means to screen out inappropriate material, there is always a possibility that students may come across text or images that are not consistent with our educational goals and values. While providing students with protection from accidental exposure to such materials is impossible, we believe that the benefits of using this medium far outweigh the risks. We invite all parents who are concerned with internet safety to consult the following site on the Lester B. Pearson website: http://esd.lbpsb.qc.ca/internet_safety.htm

The use of the school's technology equipment and network is a right accorded to all students, however, they are expected to conduct themselves responsibly and politely. Attached is the LBPSB Digital Rights and Responsibilities. We encourage you to discuss this with your child, and hope that you will also find them beneficial if your child is using technology at home.

I have reviewed the guidelines herein with my child for acceptable use of digital communications & technology, and we agree to abide by them. We understand that any violation of these rules will result in sanctions as outlined in the Appropriate Use of Digital Communications and Technology Policy.

Parent/Guardian Name(s): _____
(please print)

Student's Name: _____
(please print)

Parent/Guardian Signature: _____

Student's Signature: _____

Date: _____