 <b>Commission scolaire English-Montréal</b> <b>English Montreal School Board</b>		
<b>POLICY:</b>	<b>INFORMATION AND COMMUNICATION TECHNOLOGIES - ACCESS AND ACCEPTABLE USE</b>	<b>CODE: PS-14</b>
<b>Origin:</b>	Pedagogical Services	
<b>Authority:</b>	Resolution #00-02-02-7.2	
<b>Reference(s):</b>	See Appendix 1	

## **POLICY STATEMENT**

The English Montreal School Board recognizes the role of Information and Communication Technologies (ICT) in the learning process and encourages its use as a learning medium.


## **PRINCIPLES**

In support of its commitment to promote the use of technologies in the learning process, the Board undertakes to:

1. continually upgrade its ICT infrastructure, equipment and services;
2. ensure the provision of appropriate resources, within the constraints of its budgetary allocations;
3. promote the integration of ICT in schools' educational projects;
4. establish mechanisms to safeguard user rights and to ensure that its ICT services/resources are used in a responsible, legal and efficient manner. Users will be held accountable for any misuse of these services.

## **FIELD OF APPLICATION**

The EMSB Information and Communication Technologies - Access and Acceptable Use Policy applies to the telecommunication infrastructure, equipment and services, such as Internet and e-mail access, which are provided or managed by the School Board, any networks accessed while using these services, as well as any other networking technology which may presently or in the future be provided through other sources for use in the school system. Access to these services may be direct or remote.

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<b>PROCEDURE:</b>	<b>INFORMATION AND COMMUNICATION TECHNOLOGIES - ACCESS AND ACCEPTABLE USE</b>	<b>CODE: PS-14.P</b>
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<b>Reference(s):</b>	See Appendix 1	

## PURPOSE

1. To promote the pedagogical applications of Information and Communication Technologies (ICT) to enhance the learning process and the development of learners' competencies.
2. To define the respective responsibilities of employees, students and parents with respect to appropriate legal, ethical and efficient use of ICT.

## PEDAGOGICAL APPLICATIONS

As an instructional strategy, ICT will be used to:

1. promote student success by providing opportunities for positive learning experiences;
2. develop competence and a sense of responsibility in the use of technologies;
3. develop basic competencies;
4. support different learning styles;
5. promote literacy skills;
6. promote problem-solving skills;
7. promote critical thinking skills;
8. provide opportunities for users to conduct and share research in pursuit of curriculum objectives;

9. provide opportunities for users to communicate with peers and identified experts to deal with curriculum-related activities;
10. provide opportunities for users to explore and promote their linguistic and cultural heritage;
11. allow users to become familiar with career opportunities and to develop the information literacy and technological competence necessary for meaningful employment in an information-based economy;
12. develop global awareness and understanding by providing opportunities to explore a variety of perspectives and insights.

In developing competencies, users shall make use of ICT to:

1. develop the skills and habits of accessing, selecting, using, creating and publishing information in a full range of print, non-print, and electronic formats for a range of audiences;
2. research and solve self- and teacher-identified problems, questions, and issues that require original research and critical analysis, evaluation, and use of a wide range of information technologies;
3. think and reflect critically, in order to make decisions about data and information, based upon their personal values and learning needs;
4. identify and reflect critically about the values, beliefs, perspectives, and biases of the information and information sources they encounter;
5. pursue independent learning opportunities and interests.

## **ROLES AND RESPONSIBILITIES**

### **Board Employees**

It is the Board employee's responsibility to:

1. adhere to the EMSB's Information and Communication Technologies - Access and Acceptable Use Policy and sign the Information and Communication Technologies Access and Acceptable Use Policy Agreement Form (Appendix 2);
2. observe the principle of efficient usage and appropriate rules of behavior or etiquette, commonly called 'netiquette', when using Information and Communication Technologies (ICT);

3. refrain from accessing network/internet services anonymously; all network/internet access must be traceable to the user;
4. be aware that creating, accessing, storing, sending, distributing or printing messages and other materials which are generally considered to be unlawful, obscene, pornographic, erotic, sexually explicit, racist, abusive, discriminatory, hate-motivated, harassing, threatening, demeaning or otherwise objectionable material, imagery or language shall lead to severe penalties;
5. respect others' privacy, that is, refrain from intercepting private communications and e-mails; the content of e-mails must not be altered for the purpose of falsification or distortion; users must not forward information which the originator would reasonably expect to be kept private;
6. take reasonable precautions to prevent unauthorized access to e-mail, network and internet services; such precautions include keeping log-in identifiers and passwords confidential, and shutting down e-mail when leaving a computer unattended;
7. refrain from using unprotected chat sites due to their anonymous nature;
8. report to the proper authority any material received or stored in any manner (text, images, sound) on devices or equipment provided/managed by the School Board which appears to be in violation of this policy; nuisance bulk mail should simply be deleted without reply;
9. refrain from compromising the privacy or safety of others; explicit consent is required from an individual when releasing information that identifies the individual; this means: (a) when the information includes the individual's name, (b) when the information makes the individual's identity obvious, or (c) when the information does not in itself make the identity of the individual known, but is likely in the circumstances to be associated with other information that does;
10. refrain from harming or attempting to harm or to destroy data or information not belonging to the user;
11. refrain from obtaining, by any means, access to any system, service, privilege or electronic material to which the user is not entitled;
12. refrain from violating copyright laws, including unauthorized duplication of copyrighted software (software pirating);
13. 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 ('Netcitation');

14. refrain from using internet/network resources to access/store games for recreational purposes; avoid any activity (for example, high-volume transmission) which is likely to place the stability of the infrastructure at risk; these restrictions are required because of limited server storage space and capacity limitations on the volume of data transmitted;
15. respect federal, provincial and local laws which specify appropriate use of computers and other telecommunication equipment;
16. refrain from making use of ICT, provided/managed through the School Board system, for personal monetary gain; this includes solicitation of funds and selling goods and/or services of any type unless such an activity is sanctioned by the School Board and intended for the benefit of the school system;
17. request permission from the school principal/centre director or consult the School Board Marketing and Communications Officer, as applicable, before releasing information which could appear to be sanctioned by the school, or head office, or is hot-linked to official school system Web sites;
18. refrain from transmitting unsolicited bulk information (SPAM); this includes junk mail, advertising, jokes, solicitation, chain letters, virus alerts not originating from the system administrator and announcements of non-governmental, social or sporting events/information; it does not apply to listservs; large volume e-mail distribution should be restricted to information of pedagogical or administrative importance;
19. limit their use of the Board's ICT services within the constraints stated herein; users are permitted occasional, limited, appropriate personal use of ICT; this includes occasional personal correspondence, personal record-keeping and appropriate personal research; activities which are not assignments or course-related or related to assigned duties shall be conducted outside of work hours.

## **School**

It is the school's responsibility to:

1. ensure that no software is copied to or from any computers without appropriate authorization;
2. clearly communicate to students and parents the purposes, benefits, and possible risks associated with the use of internet resources prior to providing access to such resources;
3. issue internet/e-mail accounts only to those students and teachers who have signed the Agreement Form (Appendix 2).

4. ensure that the terms of license agreements between software vendors and the school are observed by all users of the software;
5. ensure that students are supervised when using Information and Communication Technologies (ICT).

### *Limitations of Liability*

The school is NOT responsible for any loss or damage to users' data or disks or for any other problems incurred as a result of using its ICT services, whether the cause originates with the user (for example, misuse of equipment, work left unattended, etc.) or from another source (for example, computer viruses, equipment malfunction, etc.).

### **Teacher**

It is the teacher's responsibility to:

1. preview and evaluate all learning resources, including internet sites, for pertinence to the curriculum and learning needs, prior to recommending them for student use;
2. provide guidance in search strategies and supervise access to information in order to ensure information is appropriate to age/grade level of students;
3. provide students who are using the internet in a school location with clear directives concerning the need for compliance with school guidelines;
4. ensure that Information and Communication Technologies (ICT) activities are planned, supervised, and implemented on the basis of their pedagogical value;
5. ensure that students are taught the information literacy skills (Netiquette, Netcitation, and media literacy) necessary to pursue lifelong learning and to lead independent, productive lives;
6. inform students that communications on networks are public in nature and therefore posted documents and e-mail shall be checked regularly;
7. before granting access to networked information resources;
8. review the student section of the present policy with the students;
9. confirm with the principal that the signed Agreement Form (Appendix 2) is on file for each student;
10. approve and supervise the use of multimedia peripherals (e.g. printers, scanners, digital cameras, etc.);

11. take note of the address (URL) of any inappropriate web site, disconnect, and report to the School Board network administrator that this web site was not blocked by the School Board proxy.

## **Student**

It is the student's responsibility to:

*With respect to the Internet:*

1. submit to the school principal an Agreement Form (Appendix 2) signed by the parent/guardian, indicating his/her agreement with the terms of provision of student access to Information and Communication Technologies (ICT);
2. use school-provided equipment and internet services only with the permission and supervision of authorized school personnel;
3. properly cite information obtained from published web pages (Netcitation);
4. refrain from creating, accessing, storing, sending, distributing or printing any material which is generally considered to be unlawful, obscene, pornographic, erotic, sexually explicit, racist, abusive, discriminatory, hate-motivated, harassing, threatening, demeaning or otherwise objectionable in imagery or language (Netiquette);
5. never publish the names or pictures of himself/herself or others on the internet without the prior permission of the teacher and the parent/guardian (Consent Form, Appendix 3);
6. never publish personal information about himself/herself or others, such as addresses, telephone numbers, parents' names and home or work addresses/telephone numbers on the internet;
7. immediately report, to the supervising school authority, any information, message or web site that is inappropriate or makes him/her feel uncomfortable;
8. never meet or speak with anyone he/she encounters on-line without the prior permission of the parent/guardian/teacher;
9. never use school-provided internet services for illegal purposes or for non-approved commercial purposes;
10. never fill out or submit on-line forms without prior permission of the parent/guardian/teacher.

*With respect to student files and equipment:*

1. submit to the school principal an Agreement Form (Appendix 2) signed by the parent/guardian, indicating his/her agreement with the terms of provision of student access to Information and Communication Technologies (ICT);
2. back up his/her personal electronic files;
3. copy only material for which permission has been granted;
4. never attempt to access private or personal materials, information, or files of others without their prior authorization;
5. never vandalize, damage, or disable the work of another individual or organization;
6. never access, manipulate, alter or attempt to damage, disable or destroy technology or computer files;
7. obtain permission from the supervising teacher before printing multiple copies;
8. obtain permission from the supervising teacher before using peripherals.

### **Parents/Guardians**

It is the parents'/guardians' responsibility to:

1. understand the role of Information and Communication Technologies (ICT) in the education of their child;
2. educate their child in responsible use of these technologies.

Posting students' work on the internet provides them with an important sense of validation and pride. Students need to learn that cyberspace must be treated like real space and that therefore their use of the internet must respect the following rules:

1. never to create, access, store, send, distribute or print any material which is generally considered to be unlawful, obscene, pornographic, erotic, sexually explicit, racist, abusive, discriminatory, hate-motivated, harassing, threatening, demeaning or otherwise objectionable in imagery or language (Netiquette);
2. to report to the supervising teacher any information or messages received that make them uncomfortable;

3. never to agree to meet with someone they encounter on-line without the prior permission of their parents/guardians/teacher;
4. never to fill out and submit on-line forms without prior permission of the parents/guardians/teacher.

Discussing student interests and activities in forums such as web pages and e-mail are legitimate pedagogical activities. However, it is important to be aware of the possible risks associated with communicating in a global environment. Such risks could include:

1. receiving unwanted communication and solicitations from individuals who gain access to students' personal identifying information;
2. gaining access to unlawful, obscene, pornographic, erotic, sexually explicit, racist, abusive, discriminatory, hate-motivated, harassing, threatening, demeaning or otherwise objectionable material, imagery or language.

**Minimizing student exposure to such risks is a key element of the School Board's Information and Communication Technologies - Access and Acceptable Use policy.**

As a standard operating procedure, students and schools cannot release the following student identifying information within internet e-mail or other electronic publications/files:

the names, telephone/fax numbers or personal addresses of any person, without prior permission (Consent Form, Appendix 3).

A student's picture or name shall not be released unless prior parental/guardian permission has been obtained (Consent Form, Appendix 3). Each request shall be evaluated by the teacher on a case-by-case basis.

## **ENFORCEMENT**

When instances of improper use come to the attention of the administration and/or the supervising teacher, they shall be investigated, and action may be taken to prevent further occurrences.

Investigations that uncover improper use may result in the administration:

1. forbidding or limiting access of whoever is found using facilities or services improperly;
2. disclosing information found during the investigation to appropriate school or School Board authorities or to law enforcement agencies;
3. taking disciplinary measures;

4. implementing immediate measures to stop improper use.

The primary use of multi-media peripherals shall be for assignments, projects and the creation of web pages.

If, upon investigation, a user is found guilty of intentionally damaging software and/or hardware, legal action shall be taken to recover the costs incurred to repair or replace the damaged product(s).

Offenders may lose all privileges associated with computer use.

**USERS WHO FAIL TO ABIDE BY THE PROCEDURES OUTLINED IN THE PRESENT POLICY, OR FAIL TO FOLLOW THE INSTRUCTIONS AND GUIDELINES ISSUED BY THE ADMINISTRATION MAY HAVE SOME OR ALL OF THEIR COMPUTER PRIVILEGES AND ACCESS REVOKED. ANY USER WHO IS CAUGHT USING HIS/HER ACCOUNT TO DISRUPT THE WORK OF OTHERS OR IS FOUND ABUSING HIS/HER NETWORK PRIVILEGES IN ANY WAY, SHALL HAVE HIS/HER ACCOUNT REVOKED IMMEDIATELY AND SHALL BE REPORTED TO THE ADMINISTRATION FOR APPROPRIATE ACTION.**

## APPENDIX 1

### REFERENCES

The following documents were consulted in the preparation of this policy:

1. *Public School Programs' Internet Access and Use Policy* (Nova Scotia)  
[http://www.ednet.ns.ca/educ/d\\_depot/internet/english/](http://www.ednet.ns.ca/educ/d_depot/internet/english/)
2. *Department of Education* (New Brunswick)  
<http://www.gov.nb.ca/education/ICTPolicy311E.html>
3. *Computer Lab Acceptable Use Policy* (Newfoundland)  
<http://www.k12.nf.ca/apaddon/computer.html>
4. *Critiquing Acceptable Use Policies* by Dave Kinnaman  
<http://www.io.com/~kinnaman/aupessay.html>

**APPENDIX 2**

**INFORMATION AND COMMUNICATION TECHNOLOGIES  
ACCESS AND ACCEPTABLE USE POLICY**

**AGREEMENT FORM**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School:** \_\_\_\_\_

I have read the Information and Communication Technologies - Access and Acceptable Use Policy and Procedures and agree to abide by it.

\_\_\_\_\_  
(Signature)

**APPENDIX 3****Consent to Photograph, Record, Videotape Students and Publish, Display, Distribute or Broadcast Students' Image and/or Work**

During the course of the school year, students at \_\_\_\_\_ School are occasionally videotaped, recorded, and or photographed for a variety of reasons, including school awards, special recognition, yearbooks, video projects and news programming. The student's name, school and grade may accompany such photographs, videos and web pages.

Some of these photographs/video images are published, displayed, distributed or broadcast outside of the school network and in these cases the School Board is required to obtain consent.

Please fill in the requested information and check either Yes or No below to indicate whether you wish to give or not give consent.

**Student Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Room:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

I hereby release the school and the School Board from any liability or damages resulting from or connected with the publication of such work:

Yes  No

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Parent/ Guardian / Adult Student

Please return this signed form to the Principal by: \_\_\_\_\_  
Date

If you have any questions, please call the Principal at: \_\_\_\_\_