SOUTHRIDGE SCHOOL
Student Network Acceptable Use Policy

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Student Network Acceptable Use Policy

This document contains the Network Acceptable Use Policy for use of the Southridge School network system by students. The term "network" is defined here to include all physical and virtual devices, computers, laptops, peripherals, network services and resources such as network storage, access to the internet and cloud-based applications.

Vision
Our vision is to provide all students with the technology and the skills to enable them to construct knowledge and understanding by accessing information and by connecting with others in the community and around the world. Southridge will enable students and teachers to create and participate in meaningful and authentic learning experiences that will enhance their love of learning and prepare them for leadership roles in a technology-rich future.

BC Ministry of Education
"Students will demonstrate an awareness of the protocols and ethics involved in the use of information technology… Students will demonstrate an understanding of ethics and acceptable use of information when accessing and processing information." (Learning Outcome in the BC Ministry of Education IRP for Information Technology 1996)

Educational Purpose
• The network system has been established for educational purposes such as classroom activities and high-quality self-discovery activities.

• One purpose of the network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information, the ability to communicate with people from throughout the world and the resources to learn and refine computer and technology skills.

• Another purpose of the network is to provide staff and students with technology resources to enhance the implementation, delivery and learning of the School curriculum.

• Additionally, the system is used to increase Southridge School's intra-communication, enhance productivity, and assist staff and students in upgrading their skills through greater exchange of information with their peers. The network will assist staff in sharing information with others in the School, local community, and parents.

- The network system has not been established as a public access service or a public forum. Southridge School has the right to place reasonable restrictions on the material you access or post through the system. Students are expected to follow the rules set forth in this document.

- Students may not use the network system for commercial purposes. Students may not offer, provide, or purchase products or services through the network system.

- Students many not use the network system for personal entertainment purposes, such as gaming or social media. Games and other personal entertainment products are not to be run on the network or devices (this includes running them through a USB, CD or DVD, from a website, or by other means).

- Technology-enhanced projects (such as audio, video and other media) become the property of Southridge School; the School reserves the right to limit the distribution of this material.

Network Accounts

- Each student enrolled, along with a respective parent/guardian, must read and sign this Agreement to be granted an individual login or access to a classroom account on the Southridge School network system. Parents/Guardians of a child or children in grades K-7 will sign on their behalf.

- Each student will be given a unique username and set a password (to be kept secret) that will permit the student to securely log on to the network system and use network resources, from only their School issued laptop computer (Grades 5 – 12) and/or other selected devices within the School.

- Students individual network accounts with all the contained data and emails that have been accumulated during their time at Southridge, will expire upon graduation or upon leaving Southridge.

Network Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide their password to another person.

- Students are responsible to respect the rights of every other user on the network and the Internet. They are to act in accordance to the values of Southridge including acting with respect, integrity, compassion, honesty and responsibility.

- Students will log on to the network from only computers and/or devices that have been configured and validated by the IT Department. Students will not attempt to log on or connect to the network from an unauthorized computer, under any identity other than their prescribed username, nor will students attempt to connect to the network under a domain other than SRIDGE.

- Students will use their own username and password on the School network and device unless directed otherwise by their teacher.

- Students will protect the Southridge image that is loaded on all School devices.

- Students will not attempt to gain unauthorized access to the network or to any other computer system through the School network system or go beyond their authorized access. This includes attempting to log

in through another person's account or access another person's files. These actions, even if only for the purposes of "browsing", will result in disciplinary action.

- Students will immediately notify a Teacher, Vice-Principal, Principal or the IT Department if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

- Students will not make deliberate attempts to disrupt or harm the computer system and its hardware or destroy data by spreading computer viruses or by any other means. These actions are considered illegal and will result in disciplinary action.

- Students will log into the Southridge network daily and stay connected to the Southridge network while the computer is in use at the School.

- Students will not sabotage or deface (physically or virtually) another person's device or School owned device

Respecting Resource Limits

- Students will use the system for educational and career development activities and, high-quality, self-discovery activities.

- Students will not download, upload or transfer files that are solely of personal interest, and non-educational in nature.

- Students will not use the network to engage in any type of networked gaming, personal or social media activities.

- Students will not browse webpages that are of personal interest, and non-educational in nature.

- Students will not download, upload or transfer large files unless required by a teacher.

- Students will maintain their google drive storage.

- Students will use their personal server storage to store only files that are educational in nature and related to course work.

- Students will use the School resources (e.g. printers, cameras, etc.) for only educational and course related purposes.

- Students will not engage in "spamming". Spamming is sending unnecessary messages to many people.

- Students must avoid paper waste when printing. Students must make use of the print preview feature and ensure that they have sent their print jobs to the correct printer. They must not resend print jobs.

Internet Access

- All students will have access to the Internet and information resources through computers or devices connected to the network.

- Southridge School holds the right to block certain websites.

- Students will not use the network system to engage in any illegal acts.

- Students can expect their Internet behaviour to be periodically inspected and monitored for appropriate usage.

Cloud Computing

- Southridge School utilizes cloud-based computing services provided by third-party internet companies for purposes which include data storage, cloud-based applications and communication services (collectively, "cloud-based services"). Southridge's use of cloud-based services is of administrative and curricular value and enhances and supports the student's ability to create, store and share curricular and co-curricular assignments.

- When using cloud-based services, the School and all users are subject to the terms and conditions of use imposed by the service provider. (An internet link to those terms and conditions will be provided to parents upon request.) In addition, the servers used for data storage by the providers may be located outside of Canada and will be subject to the laws for the jurisdiction in which they are located.

- Students use cloud-based services to create and store work products, including, for example, classroom and homework assignments, and will communicate with their teachers, other faculty and authorized school personnel through such services on a regular basis.

Use of School Devices

- Students will use the School devices only for educational and career development activities. There is no limit on use for education and career development activities.

- Students will exercise due care in handling and use of School devices and agree to maintain and keep the device in good condition while attending Southridge School.

- Students with a School issued laptop must store it safely and securely when at other classes, lunch and assemblies. Securely includes using an appropriate backpack or protective case. Students in Grades 5 - 7 are currently issued a school backpack that can be subject to change at anytime if the school decides.

- Students must keep classroom walkways clear of computer bags and cords.

- Students must maintain labels on their School issued laptop and charging cords. Students are not permitted to place stickers of any kind on their School issued laptop or any School owned device.

- Students must carry only what they need. Laptops must be carried with two hands when not transported in a backpack or protective case. Books, binders, food and other items are not to be carried in a student's hands along with a laptop or device.

- In the event of any damage to a School device at any time while it is in the student's possession, the student agrees to inform the appropriate staff members immediately so that repairs can be performed.

- Students agree to report immediately any lost or stolen laptops or peripherals.

- Parents agree to pay for any reasonable cost of repair or full replacement of the equipment (school issued laptop or device, stylus, charger etc.) caused by the user's repeated negligence resulting in damage, theft or misuse.

- If a School issued device is lost and/or stolen the family will be required to pay the replacement cost. The cost will be determined by the IT Department based on the age and quality of the device will typically be the same model as the one lost and/or stolen.

Installation, Duplication or Modification of Software and Hardware

- Students will only install software listed by the IT Department. Any other installed software not approved by the IT Department will be considered a breach of this contract.

- Students will not use the network system to download any versions of software or load into the network system any versions of software before gaining approval from the IT Department.

- Students will not attempt to duplicate any School-licensed software that is installed on any School device. All licenses are the property of the School.

- Students will not attempt to personally uninstall or modify the settings of any School-licensed software installed on any School device.

- Students can expect their devices to be periodically inspected and monitored for appropriate usage. Possession of unlicensed or pirated software is a breach of Canadian law.

Personal Safety

- Students will use appropriate strategies to prevent potential health and safety problems associated with computer use, such as posture problems, eyestrain, and musculoskeletal injuries.

- Students will practice good ergonomics to promote health and wellness as a laptop user. This includes using the laptops or devices while seated at a desk or table.

- Students will not post personal contact information about themselves or other people. Personal contact information includes names, addresses, telephone numbers, the School address, work addresses, photos, etc.

- Students should never agree to meet with anyone they have encountered online. This should be reported immediately to the School and parents.

- Students will promptly disclose to their teacher or other School employees any message they receive that is inappropriate or makes them feel uncomfortable.

- Students will not post photos, video or media to the Internet of other Southridge students. This includes sports teams and other places that the Southridge logo may appear.

- Parents agree to accept responsibility for guiding their child's Internet use if a Southridge laptop or device is used off site.

- Parents agree to take all responsibility for home connectivity including Internet usage, filtering devices and content.

Inappropriate Language, Images, Audio and Other Media

- Restrictions against inappropriate language, images, audio and other media apply to public messages, private messages, and material posted on webpages.

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, images, audio or other media.

- Students will not post information that could cause damage or a danger of disruption.

- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.

- Students will not harass another person (please refer to the Respectful School and Workplace Environment Policy revised February 2017).

- Students will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

- Students will not repost a message that was sent to them privately without permission of the person who sent them the message.

- Students will not post private information about another person.

Plagiarism, Piracy and Copyright Infringement

- Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Senior School students found plagiarizing will be disciplined in accordance with the Southridge School Academic Integrity Policy, Senior School.

- Students must document electronic information in a bibliography or list of resources.

- Students will not hand in or share electronic assignments, in part or in whole, with other students in any way that can be construed at plagiarism.

- Students will not download, upload or install any music, video, software, games or files that infringe on Copyright laws.

- Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether you can use a piece of work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

Inappropriate Access to Material

- Students will not use the network system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have given their approval.

- If students mistakenly access inappropriate information, they should immediately tell their Teacher or Principal of the Junior or Senior School. This will protect the student against a claim that they have intentionally violated this policy.

Search and Seizure

- Students should expect only limited privacy in the contents of their personal files on the network system.

- Routine maintenance and monitoring of the network system may lead to discovery that you have violated this policy or the law.

- Students should expect routine monitoring of computer usage and Internet browsing while logged on to the network.

- An individual search will be conducted if there is reasonable suspicion that you have violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

- Parents have the right at any time to request to see the contents of their child's files.

Due Process

- The School will cooperate fully with local officials in any investigation related to any illegal activities conducted through the network system.

- In the event there is a claim that a student has violated this policy in the use of the network system, the student will be provided with notice of the suspected violation and the opportunity to present an explanation before an administrator.

- If a student is found to have violated this policy, the consequences will be, but not limited to, restrictions being placed on their network account. Disciplinary action within the School will be at the discretion of the Principal of Junior or Senior School and/or the Director of Information Technology.

Limitation of Liability

- Southridge School makes no guarantee that the functions or the services provided by or through the system will be error-free or without defect. Southridge School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Southridge School is not responsible for the accuracy or quality of the information obtained through or stored on the system. Southridge School will not be responsible for financial obligations arising through the unauthorized use of the system.

- Southridge School will not be responsible for any injuries due to inappropriate computer use, such as posture problems, eyestrain, and musculoskeletal injuries.

Personal Responsibility (using a school issued laptop or device)
As a Southridge Student, it is expected that:

1. Students will learn to use the laptop or device effectively and efficiently, including practicing and improving proper typing posture and skills.

2. Students will ask for help when needed, or when unable to access data, perform updates, save to google drive, etc.

3. Students will ensure technical support staff are aware of computer problems in a timely fashion and follow through in having problems dealt with.

4. Students will share ideas, discoveries and shortcuts that will help facilitate learning and maximize usage of the laptop or device as a learning tool.

5. Students will put down the laptop lid or device immediately when appropriate or when asked to do so.

6. Students will turn the sound off or set to an acceptable level so as not to disturb others.

7. Students will keep their laptop battery charged and bring their power cord to class. Battery replacement will be limited.

8. Students in the Junior School (grades 5 – 7) will use the school-issued backpack to avoid improper storage and help reduce carrying loads. This may be subject to change.

9. Students will consider laptop security a priority and should be aware of where their laptop is always.

10. Students will be mindful of being a socially responsible citizen with regards to their online identity.