



### **Student Information and Communications Technology (ICT) Acceptable Use**

It is our privilege to offer ICT and Internet access to students of the Park West School Division. This access is intended to be used for school-related activities and as a learning resource. We believe that having these services available to our students will enhance learning.

ICT resources include, but are not limited to:

- Computers (laptops, Chromebooks, desktops, lab computers, monitors, peripherals, etc)
- Tablet computers (iPads, iPhones, iPods, Android devices, etc)
- The Park West School Division network (servers, Wi-Fi networks, guest Wi-Fi networks, switches, routers, access points, cabling, etc)
- The Internet
- Classroom display devices (TVs, projectors, interactive whiteboards, webcams, microphones, Apple TVs, Chromecasts, etc)
- Communication devices (phones, intercoms, PA systems, speakers, etc)
- Imaging devices (printers, photocopiers, scanners, cameras, etc)
- Power infrastructure (power cords, electrical wiring, power supplies, battery backups, etc)

Access to PWSD ICT resources is a privilege. To maintain access to PWSD ICT resources, all students less than 18 years of age must sign a copy of this policy and have it signed by a parent/guardian. A signed copy must be submitted to the school by September 30<sup>th</sup> or ICT access will be disabled. Students over the age of 18 will sign their own policy.

**Please carefully read the following before signing.**

#### **Park West School Division ICT Access**

PWSD ICT resources are intended for educational or research purposes and for conducting valid school business. It is expected that all PWSD ICT resources will be used in a responsible, efficient, ethical and legal manner.

In order to maintain system integrity and to ensure responsible use of ICT, authorized PWSD personnel may, as part of their responsibilities, access any user's PWSD accounts. Users acknowledge that any materials stored within PWSD accounts may be accessed by authorized PWSD personnel. Any materials stored within PWSD accounts are considered property of Park West School Division.



### **Terms and Conditions of Computer and Network Access in Park West School Division**

1. All uses of ICT resources must be in support of educational purposes.
2. Any use of ICT resources for commercial purposes, advertising, illegal activities, or political lobbying is prohibited.
3. No user shall intentionally damage or mistreat equipment. Damaged equipment will be evaluated and the responsible user may be responsible for repair or replacement costs.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users or misrepresent other users.
5. All users are responsible for their own personal file security. Therefore, if a user's account is compromised, it is the responsibility of the original user to report this breach. The original user shall consider any breach of policy performed by third parties permissible and, therefore, any disciplinary action may involve the original user.
6. Malicious use of ICT resources is strictly prohibited. No activity deemed as harmful to PWSD ICT resources will be tolerated.
7. Hate mail, harassment, discriminatory remarks and other anti-social behaviors are prohibited on PWSD ICT resources. All users should use language appropriate for school situations as indicated by the school's and/or PWSD's code of ethics.
8. Use of ICT resources to access or process pornographic materials, inappropriate files, or files dangerous to the integrity of PWSD ICT resources is prohibited.
9. The addition of software or hardware not approved by the technology department is prohibited. This includes, but is not limited to: file sharing programs, chat programs, games, installation files, software updates, unauthorized videos or movies.
10. All users will respect copyright laws.

Users who exhibit inappropriate use of ICT resources will be subject to consequences, which may include, but are not limited to the following:

- Warnings
- Revoking of computer privileges
- Suspension from school
- Legal action

**By signing this document I agree to the above acceptable use procedure:**

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

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

If student is under 18 years of age

Parent/Guardian Name: \_\_\_\_\_

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

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