

## Acceptable Use Practices for Users of Delta School District's Information-Systems and Internet Services

Delta School District is able to offer students, staff and some guests access to Information Systems to pursue educational and business related activities. The School Board computers, software, networks, electronic systems and access to the Internet (collectively called the System) are intended for educational and/or research purposes, for conducting valid School Board business and limited personal use. Use of district systems and access to the Internet for any other purpose is prohibited including, without limitation, commercial, criminal, obscene or illegal purposes. Use of the system to gain access to inappropriate materials, including, without limitation, obscene or pornographic materials is prohibited.

**A more complete list is available in the Acceptable Use Agreement found in the Operations manual available at your child's school or on the District Web Site at <http://web.deltasd.bc.ca> under District Documents, Policies and Procedures, 1131.3.**

Access to the System is a privilege, not a right. Such access is made available only so long as the user complies with the Acceptable Use Agreement and such rules and regulations as may be made by the School Board from time to time.

We believe that access to the Internet is a part of the educational experience of students and is in keeping with our District Directions statement and the Ministry of Education Prescribed Learning Outcomes. Access to the Internet from school facilities will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users around the world. The School Board will be providing valuable training in the use of computer systems and information technology skills.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The School Board will endeavour to limit access to offensive material through some filtering provided by the Ministry and other means. The School Board may revoke access privileges of users who use the system to access inappropriate materials. However, it is not practically possible for the School Board to constantly monitor or individually control student use of the system, nor to prevent inadvertent accessing of offensive material. **Parent(s)/legal guardians(s) who have particular concerns about access to inappropriate material should discuss this issue with the appropriate teacher(s) and administrator at their child's school.** However, we believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration and learning, exceed any disadvantages.

In general, it is important that users conduct themselves in a responsible, decent, ethical, and polite manner while using the System. The following is a partial list of guidelines whose violation may lead to suspension or termination of privileges. The full Agreement is available at <http://web.deltasd.bc.ca> under District Documents, Policies and Procedures, 1131.3.

**Some Guidelines:**

- When interacting on the System, users are expected to behave as they would in any other environment where they represent their school.
- Users should not give out their password nor attempt to obtain someone else's password.
- Users upload and download public domain material at their own risk and should follow anti-virus protection procedures when doing so.
- Users may not use the System to transmit any materials that are illegal, defamatory, threatening, abusive, pornographic or potentially obscene.
- Users may not violate or attempt to violate the security of the System or access or attempt to access unauthorized data on the System. Unauthorized data would include the work of other users unless specific permission is given by the author.
- Users will not install software on District systems that is not legally licensed by the District.
- Users are responsible for backing up their own data that may be stored on a District system.
- Users should not use language on the System which is foul, obscene, harassing, or insulting.
- Users should follow appropriate procedures when using copyrighted material from the Internet.
- Students should not reveal personal information about themselves to anyone on the Internet and users in general should not reveal anyone else's personal information nor pass on any information from another user without the permission of the author.
- Users should not use the System: for any business purposes other than those related to their position within the District; to play network intensive games; to harass others with unsolicited e-mail; to send chain letters; or for product and/or service advertisements.

Use of the System, including Internet access, is neither private nor confidential and may be tracked. Use of the System, including the Internet, by any individual may be monitored or reviewed by the School Board System Administrator(s) without prior notice. The contents of computer hard drives and other storage devices owned and/or maintained by the School Board may be examined and read by the System Administrator(s). The System Administrator(s) may remove locally posted messages that are unacceptable and/or in violation of these guidelines. In the case of misuse or suspicion of misuse of the System, the System Administrator(s) reserves the right to access any files on the system.

The System Administrator(s) will not intentionally inspect the contents of users' E-mail, or disclose the contents to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient, unless required to do so by law or the policies of the School Board, or to investigate complaints regarding mail which is alleged to contain material contrary to these guidelines. Students using Delta School District's computer system to access E-mail must have a completed copy of Operations #1131.3 (Parent Permission Form for Use of Electronic Mail) on file at their school.

# *Operations*

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## **OPERATIONS #1131.3**

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The System Administrator(s) has the right to set quotas for disk/computer usage and download file size and time limits on the System.

The System Administrator(s) has the right to suspend or terminate a user's access to and use of the System upon any breach of the Acceptable Use Agreement by the user.



# Operations

OPERATIONS #1131.3

**STUDENT/PARENT PERMISSION  
FORM FOR USE OF  
INFORMATION SYSTEMS**

## User Agreement and Parent Permission Form

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_

Grade: \_\_\_\_\_ Delta Student Number: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Street Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

As a user of Delta School District's Information Systems, I have read the Outline of Acceptable Use Practices and am aware of the full Acceptable Use Agreement and I hereby agree to comply with the rules—communicating in a reliable fashion while honouring all relevant laws and restrictions.

I understand that the System Administrator(s) may access files and accounts at any time the safe and efficient operation of the system requires. The System Administrator(s) will not intentionally inspect the contents of users' e-mail or disclose the contents to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient, unless required to do so by law or the policies of the School Board, or to investigate complaints regarding mail which is alleged to contain material contrary to these guidelines.

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

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access computer services such as the Internet and electronic mail. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of internet use -- setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_