

1. **Purpose**

The Catholic District School Board of Eastern Ontario strives to teach students to use and integrate the Catholic faith tradition in the critical analysis of arts, media, technology and information systems to enhance the quality of life. The Catholic District School Board of Eastern Ontario recognizes the educational value of the World Wide Web and provides supervised access to the Internet in its schools. Some content on the Internet is inappropriate and, while content filters are employed, students must always act in a responsible manner that respects the rights and dignity of all persons consistent with Gospel values. At all times Internet users are expected to comply with the Board's mission statement, be willing to honestly explain their activities to Board staff, and allow access to personal work folders.

2. **Administrative Guidelines:**

Internet access allows students to achieve curriculum expectations, enhance their communication and literacy skills, and provides an opportunity to make global connections. Every school within the Catholic District School Board of Eastern Ontario has Internet access through the Wide Area Network. All students and staff have access to the Internet. The Manager of Information Communication Technology is responsible to ensure schools, students and staff have Internet access.

(a) **Introduction to Internet Safety and Netiquette and Code of Conduct:**

There are three separate codes of conduct that are age appropriate for primary (K - 3), junior/intermediate (4 -6), and senior (7 - 12) students. Before allowing students to access the Internet, teachers must provide students with an introduction to Internet safety and Netiquette, and review and post the Code of Conduct that is appropriate for their students.

(b) **Teacher Responsibility:**

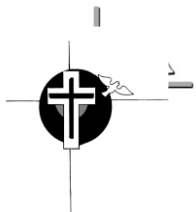
Teachers will use guided lessons when introducing Internet activities, provide structured learning activities related to the Ontario Curriculum, and preview sites before using them with students. Teachers must supervise student Internet activity.

(c) **Parent Responsibility:**

Parents should read this administrative procedure and take the opportunity to discuss it with their children. Parents are also invited to participate in information sessions offered by the school to ensure that students also have safe access from home, as they do at the school.

(d) **Consequences:**

ADMINISTRATIVE PROCEDURE



CATHOLIC DISTRICT
SCHOOL BOARD OF
EASTERN ONTARIO
www.cdsbeo.on.ca

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Communications – Communications Systems
Acceptable Use Guideline for Internet Access by Students
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Students who violate the code of conduct will face consequences that are not limited by, but can include:

- disciplinary action deemed appropriate by the school principal,
- losing computer access, and
- failing to earn credits where courses require internet access for students who lose computer access
- contacting the police.

The Catholic District School Board of Eastern Ontario employs filtering software that can monitor and record Internet use. The Board cannot assure privacy while accessing the Internet. The Catholic District School Board of Eastern Ontario makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board assumes no responsibility or liability for any charges, costs, or fees nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.



Catholic District School Board of Eastern Ontario

Student Acceptable Computer Use Code of Conduct Primary/Junior

To use the Computer and Internet I will respect these rules:

1. I will use the computer and the Internet for school work.
2. I will respect the work of other people. I will not say it is mine. I will not change someone else's work without them saying so.
3. My password belongs only to me. I will not share my password. I will not try to learn the passwords of others.
4. I will tell a teacher or supervisor what I am doing while on the Internet when asked.
5. If, by mistake, I go to a scary or bad site, I will tell my teacher right away.
6. If I do not follow the rules, I will not be able to use the computer or go on the Internet.



Catholic District School Board of Eastern Ontario

Student Acceptable Computer Use Code of Conduct Junior/Intermediate

I agree to the following when using the computer and accessing the Internet:

1. I will use the computer and the Internet for schoolwork only. This includes research, projects and work assigned by my teacher.
2. I will respect the work of other people. I will not present the work of others as my own. I will not change someone else's work without their permission.
3. Passwords are confidential. I will respect the right of others to keep their passwords confidential.
4. I will respect security that has been placed on the computers. I will immediately report any gaps in security to my teacher.
5. The School has the right to review, edit or remove any material stored on school computer/network systems, including the work stored in my personal folder.
6. I will explain my activities to a teacher or supervisor while on the Internet if asked.
7. If, by mistake, I go to a site that is inappropriate or makes me feel uncomfortable, I will report it to my teacher right away.
8. I agree to give up my computer privileges if I fail to follow the guidelines listed above.



Catholic District School Board of Eastern Ontario
Student Acceptable Computer Use Code of Conduct
Senior

I agree to the following when using the computer and accessing the Internet:

1. My network access is for personal educational purposes only, including research, intellectual exchanges, educational projects, and like purposes. I understand that commercial (for profit) and recreational (game playing) use of the network is not permitted.
2. I will abide by all federal and provincial laws regarding copyright, threatening or obscene material, racism and sexism or all other immoral, unethical or illegal activities. I agree to be responsible for respecting intellectual property rights and the laws which govern them.
3. I will not assist others in breaking these rules or be a party to others breaking these rules.
4. I will not intentionally seek information about, browse, obtain copies of, or modify files, passwords, belonging to other people, whether at school or elsewhere.
5. I will refrain from using or introducing to the school computer environment, whether network or stand-alone, files, programs, or diskettes known to contain viruses.
6. I will not try to obtain systems privileges to which I am not entitled.
7. I will not share my login and password with others, nor attempt to learn or use logins and passwords which are not my own.
8. I will not exploit any gaps in security, and will report these gaps immediately to my teacher.
9. At any time during my use of Internet I am willing to explain to a supervisor or teacher my activities, and for what purpose I am accessing certain files.
10. If I encounter any material which is inappropriate, obscene, abusive, offensive, harassing, or illegal or which counsels illegal activities, I will report it to my teacher immediately.
11. The school reserves the right to review, edit or remove any material stored on school computer/network facilities, including files in my personal directory.
12. I agree to the immediate loss of my privileges should I fail to abide by any of the above. School disciplinary and/or legal action may be invoked where necessary.