

**NORTH DELTA SCHOOL  
INTERNET AND COMPUTER USE POLICY**

Ongoing strategic planning at North Delta School places emphasis on student use of technology. Our vision is to bring our students into the 21<sup>st</sup> century through innovation and modern technology. Our 1-to-1 laptop program for grades 10-12 is an extension of this vision. High school students will bring a device daily for use in the classroom as directed by their teachers. Elementary and middle school will continue to have access to school-owned devices.

As used herein, the term “Computer” refers to any desktop, laptop, or other mobile computing device owned or issued by North Delta School to any student for school and/or home use. The term “Privately-Owned Computer” refers to any privately-owned desktop, laptop, or other mobile computing device. The term “Computer Services” refers to the School’s network or Internet connections to access school or Internet-based information.

All students are responsible for their actions and activities involving computers and/or computer services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the computers and/or computer services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the IT department. These rules apply to all computers and/or computer services regardless of how they are accessed.

By enrolling and attending North Delta School You agree and acknowledge the following:

As a North Delta Student, I understand that my school network and email accounts are owned by the school and are not private. North Delta School has the right to access my information at any time. I understand that my right to have a cell phone or other electronic device at the school is a privilege and not a right.

**A. Acceptable Use**

1. North Delta School’s computers and/or computer services are provided for educational purposes and research consistent with our educational mission, curriculum and instructional goals.
2. Students must comply with Board policies, school rules and expectations concerning student conduct and communications when using computers and/or computer services, whether on or off school property.
3. Students must comply with all specific instructions from school staff when using the computers and/or computer services.

## B. Prohibited Uses

Unacceptable uses of the computers and/or computer services include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages.
2. **Illegal Activities** – Students may not use computers and/or computer services for any illegal activity or in violation of any Board policy/procedure or school rules. North Delta School assumes no responsibility for illegal activities of students while using computers and/or computer services.
3. **Violating Copyrights or Software Licenses** - Students may not copy, download or share copyrighted materials without the owner's permission. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. North Delta School assumes no responsibility for copyright or licensing violations by students.
4. **Downloading "Apps" from Authorized Sources/Authority of School Staff to Search** – Students may download apps onto mobile devices provided that those apps do not violate the other provisions of this section regarding "Prohibited Uses" and provided they are downloaded from a school-authorized source. In the event school staff discovers inappropriate materials on a student device, the device may be confiscated and the materials removed without permission, even if it means the loss of student-purchased material, and appropriate restrictions may be placed on the student's future computer use. The school staff also has the right to confiscate or search computers at any time with or without cause as part of an effort to deter violations of these rules and to confiscate and search privately-owned computers on school ground upon reasonable suspicion of a violation of this "Prohibited Uses" section.
5. **Plagiarism** – Students may not represent as their own work any materials obtained on the Internet (term papers, articles, music, etc.).
6. **Use of Non-School Purposes** – Using computers and/or computer services for any personal reasons not connected with the educational program or school assignments is permissible as long as those uses do not constitute a violation of the "Prohibited Uses" section of these rules and are not interfering with the educational purpose of these devices by the student or others.
7. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or computer services.
8. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to computers and/or computer services, included but not limited to hacking, "jail breaking", and creation/uploading of computer viruses.

## C. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating North Delta School for any losses, costs or damages incurred by the school for violations of Board policies/procedures and school rules while the student is using computers and/or computer services, including the cost

of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using computer and/or computer services. The students and his/her parents are similarly responsible if the student takes Any action that would void the warranty covering the computer.

**D. Student Privacy and Safety** – A student should exercise caution, in consultation with a parent or school staff member, before revealing his/her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

**E. System Security**

The security of the computers and/or computer services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or system administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

**F. Additional Rules for Use of Privately-Owned Computers by Students**

1. Students are permitted to use privately owned computers in school provided that they comply with the policy and rules governing computer and internet use, there is a suitable educational basis for the request, and the demands on the school's network or staff are reasonable. In addition, if requested, the student must provide the IT department such information as IP addresses and login passwords as to enable enforcement of all policies and rules regarding computer services.
2. The Technology staff has the authority to determine whether use of a student's privately-owned computer would place an undue burden on or could interfere with computer services.
3. The student is responsible for proper care of his/her privately owned computer including any costs of repair, replacement or any modifications needed to use the computer at school.
4. North Delta School is not responsible for damage, loss or theft of any privately-owned computer.
5. Students have no expectation of privacy in their use of computer services while using a privately owned computer at school
6. Violation of any Board policies, administrative procedures or school rules involving a student's use of computer services or a privately-owned computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
7. The school may seize any privately-owned computer used by the student in school without authorization as required by these rules and the contents of the computer may be searched in accordance with applicable laws and policies. The computer will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.

**G. Scope of Policy and Rules Application**

North Delta School's Internet and Computer Use Policy will apply at any time or place, on or off school property.

#### **H. Discipline and Liability**

1. **Overview** – Breach of this policy and/or Laptop User Agreement (LUA) may result in disciplinary action. Depending on the severity of the breach, this may include:
  - An informal warning from a staff member or administrator
  - A formal verbal or written warning for misconduct
  - Loss of technology privileges
  - Dismissal for gross misconduct
  - Civil proceedings to recover damages
  - Criminal proceedings
2. **Infraction Levels** – In order to better communicate discipline policies, North Delta School has a system that is divided into three levels. Depending on the severity of the infraction and grade level, these levels may be altered. The following is only considered a guideline for policy enforcement.

##### **Level 1 Infraction**

Type of infraction

- Abuse, misuse, or negligence that leads to minor damage of technology equipment
- Installing unauthorized software that may cause disruption
- Disrupting class by not following explicit instructions of the teacher where technology is concerned
  - 1<sup>st</sup> Offense: Administrative warning, parent contact and one grade appropriate detention
  - 2<sup>nd</sup> Offense: Administrative warning, parent conference and 2 appropriate detentions
  - 3<sup>rd</sup> Offense: Administrative warning, parent conference and in-school suspension

##### **Level 2 Infraction**

Type of infraction

- Circumventing or breaking administrative settings on the Computer or Device
- Participating in any activity to gain access to additional Network Resources that are not given to the users by the IT Department
- Excessive and/or repeated device damage due to abuse or neglect
  - 1<sup>st</sup> Offense: Administrative warning, parent conference and out-of-school suspension(1 day)
  - 2<sup>nd</sup> Offense: Administrative warning, parent conference and out-of-school suspension (3 days)

### **Level 3 Infraction**

#### Type of infraction

- Possession of pornographic material or pursuing inappropriate content
- Breaking into unauthorized Network Resources
  - Each case will be reviewed by the Head of School and may result in out-of-school suspension and further sanctions as determined by the administration.

### **3. Liability** – North Delta School will not be held liable for:

- Any damage suffered by users due to failure of equipment or interruption of service.
- The accuracy or truth of material obtained through the internet
- Damages to any person resulting from unauthorized or inappropriate use of technology

### **I. Disclaimer**

North Delta School does not have control of the information on the internet or information contained in emails. The school uses a network filter to help maintain a safe environment. Additionally, the School may choose to block sites that it believes distract from the academic environment or unnecessarily consume Network Resources. However, it is impossible to filter or restrict access to all sites that may contain questionable information. Some sites may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal or that is otherwise inconsistent with the mission of North Delta School. While North Delta School's intent is to make Internet access available for educational goals and objectives and to maintain a safe environment, account holders may encounter less desirable content. At North Delta School, we expect students to obey the Internet and Computer Use Policy when using the Internet and school-wide resources. Any student found in deliberate violation of the policy will be disciplined. Furthermore, North Delta School account holders take full responsibility for their access to North Delta School's Computer Services and the Internet.

**J. Acknowledgement of Receipt and Understanding**

I hereby certify that I have read and fully understand the contents of the Internet and Computer Use Policy. Furthermore, I have been given the opportunity to discuss any information contained therein or any concerns that I may have.

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**Student Name**

**Date**

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**Parent Name**

**Date**

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**Computer Serial Number**

**School Official**