



SD 10 (Arrow Lakes) District Protocol

Acceptable Use and Security of Electronic Information and Systems

Overview

This protocol has been developed to ensure proper use of computer equipment, software, the network, email, internet and MyEd BC access, collectively referred to as “the System”, provided to students, employees, contractors and others. Computers, software, networks, e-mail, access to the Internet and MyEd BC are intended only for educational and/or administrative purposes and for conducting legitimate School Board business.

Privacy and Confidentiality

1. Use of the System 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 system administrator(s) without prior notice. Users who wish their internet, e-mail, or voice mail communications to be private should not use School District systems.
2. In case of misuse or suspicion of misuse of the network or services, the Board reserves the right to access any files on the system. The Superintendent, in consultation with System administrator(s), has the right to suspend or terminate a user's access to and use of the System upon any breach of this protocol by the user.
3. All users are expected to exercise the same good judgement and discretion when sending e-mail and voice-mail as they would when sending a formal letter, written memorandum or other correspondence.
4. The District will endeavour to screen objectionable and illegal information and access but cannot guarantee that such activity will not take place. District staff will monitor the general use of the internet and e-mail in schools and District work sites. It is not possible for the Board to constantly monitor or individually control student use of the system, nor to prevent inadvertent accessing of offensive material.
5. Employees are required to comply with the rules and regulations respecting use of the System. Failure to do so may result in suspension or revocation of some or all of their access privileges and may also result in disciplinary action.
6. With respect to My Ed BC, unacceptable use includes: Violating the rights of privacy of students, their families, volunteers or employees of any district, and downloading, storing or printing files or messages that are in violation of Ministry or school district policies. Staff members who access My Ed BC will be required to sign an Acceptable Use Form indicating their knowledge of, and compliance with expectations.
7. Prohibited Uses of the System. Users may not use the system:
 - a. to transmit any materials in violation of Canadian laws;
 - b. to duplicate, store, download, or transmit pornographic materials;

- c. to transmit, or post threatening, abusive, or obscene materials;
- d. to duplicate, store, download or transmit copyrighted material that violates copyright law;
- e. to participate in pyramid schemes;
- f. to violate, or attempt to violate the security of the system;
- g. to attempt to vandalize System accounts, this includes but is not limited to, the uploading or creation of computer viruses;
- h. to use another individual's account or password;
- i. for business purposes;
- j. for product and/or service advertisement or political lobbying;
- k. to send chain letters;
- l. to play unauthorized network or online games;
- m. for non-educational use of internet radio;
- n. to harass other users with unwanted or unsolicited e-mail messages; and/or
- o. any other use that may be determined as inappropriate, and communicated to users, by the School District.

Student Access

- 8. The purpose of student access to the system is to further the learning objectives of a student's educational program, including without limitation:
 - a. providing training in the use of computer systems;
 - b. providing access to a wide range of material with educational value to the student; and
 - c. facilitating communication with others around the school district and the world in furtherance of the student's education.
- 9. Student access to the system may include one or more of the following, depending on the level of authorization:
 - a. network access within the school district only;
 - b. an e-mail account;
 - c. access to the internet; or
 - d. student remote access to the System.
- 10. Authorization for access at any of these levels will be granted only when both the student and his or her parent(s)/legal guardian(s) have signed a form agreeing to be bound by this policy and any rules and regulations respecting use of the System.
- 11. The System administrator(s) has the right to set quotas for storage on district servers.

Related Documents:

- **MyEducation BC Good Practices**
- [Freedom of Information and Protection of Privacy Act \(FOIPPA\)](#)
- [School Codes of Conduct](#)