

Acceptable Use of Computers
**For Staff and Students Within the
Lambton Kent District School Board**

Revised April 2001

It is a privilege to receive a school network and Internet account. These accounts are provided to students to enhance their educational experiences, and to employees to assist them in the performance of their jobs. In order to maintain the security of the system, the person to whom an account is issued is responsible for its proper use. Any person identified as a security risk for having a history of problems with other computer systems may be denied access to the network. Attempts to log in to the system using another person's account or as a system administrator will result in termination of the account.

Students and their parents are advised that some Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, offensive or illegal material. The Lambton Kent District School Board does not condone the use of such material and does not permit usage of such material in the school environment. Parents should be aware of the existence of such material, and monitor the home usage of the Internet as well. Students who knowingly bring such material into the school environment will be dealt with according to the disciplinary policies of the Lambton Kent District School Board and such activities may result in termination of their account. At school, student access to, and use of, computers and the Internet will be under direct teacher supervision, and will be monitored as any other classroom activity. The Board, however, cannot guarantee that no users will access material that is not consistent with the educational mission, goals and policies of the Board. Students will receive instruction dealing with appropriate uses and handling techniques of computers, appropriate uses of the Internet, Internet searching techniques, electronic mail, and the proper protocols to be used when accessing electronic computer resources.

Rules Governing Acceptable Use

1. Users will use only the network account assigned. Passwords should be protected, changed on a regular basis, and not shared. It is unacceptable for any user to attempt to gain unauthorized access to a computer network or resource databank. Security is a high priority. Students who lose their password, or believe an unauthorized person has accessed their account, must report it to the school system administrator.
2. Network and Internet accounts are granted to students to further their academic goals. Curricular use will take precedence over independent work. Users may not use the network for financial gain, for commercial activity, or for any illegal purpose.
3. Users should respect the privacy of other network users and should not attempt to access or alter the data or e-mail of any other user.

4. Users must not violate the rules that govern the general use of computers and Internet etiquette. Teachers will review these rules with students on an annual basis.
5. Users are responsible for respecting and adhering to the school code of behaviour, and all local, provincial, federal, and international laws. Users are responsible for knowing the definition of plagiarism and respecting Canadian copyright laws when using electronic resources such as CD-ROMs and Internet on-line databases. Users may not send or use copyrighted material without written permission.
6. Users must respect the integrity of the computer system. Users should not develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer or computer system. These include, but are not limited to: viruses, forging e-mail, hacking, and attempting to use administrative commands. Users may not change or delete computer files or directories that do not belong to the user. Users who identify a breach of security should report it to the supervising teacher or site administrator. All diskettes must be scanned for viruses before use.
7. Users must be aware of software copyright laws.
8. Users should respect the rights of other users by avoiding the waste of limited resources such as paper, printer supplies, hard drive space, bandwidth and time.
9. Downloading, storing, accessing, distributing, or printing files, graphics, or messages that are profane, obscene or that use language that is harassing, offends, or degrades others is prohibited.
10. Users may not promote or distribute material that advocates prejudice or hatred directed at a particular ethnic, religious, or minority group. Users may not promote, access, or distribute information that is not consistent with the philosophy of the LKDSB and the laws that govern the Province of Ontario and Canada.
11. When using the Internet, students should NEVER give out personal information such as first and last name, home address, and phone number. Students should NEVER agree to meet with keypals unless supervised by a teacher.
12. Users may not encourage the use of controlled substances, such as illegal drugs, alcohol, or tobacco.
13. Users must back out of any site that is transmitting unacceptable information or graphics, and students should immediately report the accidental visit to the teacher.
14. The LKDSB reserves the right to monitor the system to ensure adherence to the above rules.
15. Students should be supervised at all times when using the LKDSB network.

Violating the Acceptable Use policy may result in:

restricted network access, loss of network access, or disciplinary action as deemed appropriate by the school, or legal action under appropriate legislation.