



Chilliwack School District  
*"Partners In Learning"*

## **ADMINISTRATIVE REGULATION 608.1**

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### **ACCEPTABLE USE OF INTERNET ACCESS**

The Board has established an Internet access through its wide area network (WAN) in order to provide staff and students and community users with access to resources, research and information. Individuals are responsible for exercising their privilege in a manner consistent with legitimate educational purposes. The Board believes that the successful operation of the network requires users to conduct themselves in a responsible, decent, ethical and polite manner while using the network.

The Board recognizes that the Internet is a global electronic network and not under the Chilliwack School District's control. The Board will not be held responsible for accuracy, thoroughness, timeliness or content of any items retrieved.

### **NETWORK MANAGEMENT**

The District provides access to the World Wide Web (WWW) and to electronic mail (e-mail). The Internet provides a vast collection of information. There are however, sites with inappropriate data. This is a full access service with minimal filtering or site blocking through the Provincial Learning Network. Local machine filtering programs are available. Please contact the Network Supervisor for more information.

The Superintendent of Schools (or designate) and the Network Supervisor will make the determination regarding access to the network and Internet and their decision will be final.

The determination of an employee's requirement to have Internet access will be made by the Network Supervisor in consultation with the Site Administrator.

### **THE SYSTEM ADMINISTRATOR**

1. The system administrator will not intentionally inspect the contents of account holder's e-mail or disclose the contents to anyone other than the sender or intended recipient without consent unless required by law to do so or to investigate complaints regarding e-mail which is alleged to contain defamatory, inaccurate, abuse, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.

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2. The system administrator may remove posted messages that are unacceptable and/or violate Board policies.
3. The system administrator may access any file on the system if there is suspicion of misuse.
4. The system administrator has responsibility to set quotas for disk usage. Account holders who exceed their quota will be advised to delete files.
5. The Network Supervisor may remove old messages if not tended to regularly. Modem access to the Internet must be kept to a minimum.
6. The system administrator may suspend or terminate a user's access to and use of the Internet upon any breach of Board policies and/or administrative regulations. The system administrator will advise the school/site administrator of any suspension or termination. The school/site administrator will inform the account holder and request an explanation. The system and school/site administrators may restore the account.
7. The System Administrator manages the use of the network, systems, and services as well as issues accounts.

**STUDENT ACCOUNTS**

1. Student access to the Internet requires authorization by the teacher and parent/guardian. Attached to this administrative regulation is a sample letter to parents and the authorization forms.
2. Student accounts are valid only for the duration of the sponsored class. All student accounts will be deleted as of June 30 in each school year. Continuing students need to reapply the following term.
3. Student access is limited to the regular school day.

**GUIDELINES FOR USERS**

1. The Internet is intended for educational and/or research purposes only.
2. Be polite.
3. Do not reveal or request personal information - electronic information can be accessed.

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4. Do not use the system in a way that would disrupt the network use by others.
5. Respect the intellectual property of other users and information providers.
6. Using the Internet for illegal, inappropriate, pornographic or obscene purposes is prohibited.
7. Use of the Internet that violates copyright laws is prohibited.
8. Internet accounts shall be used only by the authorized owner of the account. Account holders are responsible for all activity within their account.
9. Any malicious attempt to harm or destroy the system, security or data of the network is prohibited.
10. Use of the Internet for personal business, advertising, political lobbying, network games, harassment or “chatting” is prohibited.

Cross Refs:

Adopted: April 28, 1998  
Reviewed:  
Revised: January 25, 2000

## **SAMPLE LETTER TO PARENTS/GUARDIANS**

Your child, (or your child's teacher), has requested an account for the District Wide Area Network and Internet access. In order that your child may be assigned an account it is necessary for you to agree to the following terms by signing this consent form and returning it to your child's teacher.

This is an educational network that is operated by School District 33. Its purpose is to give students access to resources that will support the work they do in the classroom. For example, students can use e-mail to communicate with experts (e.g. scientists), mentors (professionals working with students) and other students throughout the province, the country and the world. They can also use electronic tools to access current information in international libraries and databases (e.g. reports from a recent U.N. Conference, newspapers from around the world, electronic reference books, etc.). Students with Internet accounts will be able to work cooperatively with students on international learning projects. Moreover, use of the Internet will provide students with technological skills and will promote their understanding of telecommunications and the world of informational technology. These skills and knowledge are critical for citizens of the 21st century.

However, access to the Internet opens up a potential danger as well. It is this potential problem that prompts us to write this letter to you.

One way of putting the Internet into context is to think of it as being like a telephone. A telephone provides a communication link to the outside world, to friends and information, and is a vital tool in our society. However, it can be misused by children. For example, children might make incorrect long distance calls, make prank calls, or dial 1-900 numbers. Or, they might receive crank calls, obscene calls, etc. These are dangers which we all know about, accept, and take precautions against.

The same potential exists with the Internet. In spite of a teacher's best efforts to educate and protect them, children may use this communications tool inappropriately. They may receive unwanted/improper communications. They may access information which is not appropriate. This may range from mildly offensive jokes to obscene, pornographic, sexist, or racist material. The Ministry of Education does not permit use of such material through the Internet, and we take steps to try and prevent this. For example, any person found accessing this material will lose their Internet account and be subject to the school, or district disciplinary process. However, you should be aware that the potential for this kind of problem does exist, in spite of our efforts to prevent it. You are urged to discuss these matters with your child to support the district's position.

Sample Letter to Parents *continued*

**INTERNET ACCOUNTS**

All student accounts will have access to the World Wide Web through computer hardware located at their school site. It may be located in a library, or a lab, or at other supervised sites.

Elementary and secondary students will access the WWW through a sponsor teacher. E-mail accounts will have to be acquired through the teacher and the site administrator with parental consent.

All student accounts will be available during regular school hours. These accounts will automatically terminate during the last week of June in every school term and will have to be renewed in the following September.

This will reduce, but not completely eliminate, potential problems cited above, however we feel that these requirements fulfill the responsibilities of the District.

Please retain the Acceptable Use Policy and the Parent Consent Guidelines for your personal reference, and return the completed Internet Student Registration Form to the school.

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System Administrator

STUDENT ACCOUNT AGREEMENT

Student Name \_\_\_\_\_

Teacher / Sponsor \_\_\_\_\_

School \_\_\_\_\_

I agree to comply with the following conditions when using my District Internet Account:

- Internet access is for education and/or research purposes only
- I will not use the system in a way that will disrupt the network use of others
- I will be polite on-line and will not reveal or request personal information
- I will not use the Internet for illegal or inappropriate purposes
- I am responsible for all activity under my account and will not let anyone else use it
- I am aware that the system administrator has final authority on the use of the network and may access any file if there is suspicion of misuse.

*I understand that if any of the above rules are violated, I may face disciplinary action in addition to losing Internet access. I also understand that use of the internet by students may not be supervised and the school district does not accept responsibility for inappropriate use. I hereby release the school district, its personnel and any institutions with which it is affiliated from any and all claims and damages of any nature arising from the use of, or inability to use the school district system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.*

\_\_\_\_\_  
Signature (student)

Date

\_\_\_\_\_  
Signature (parent/guardian)

Date

\_\_\_\_\_  
Signature (sponsoring teacher)

Date

\*\*\*\*\*  
SYS. OP. USE:

Assigned User Name: \_\_\_\_\_

Temp Password: \_\_\_\_\_

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**EMPLOYEE ACCOUNT AGREEMENT**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

School/Department \_\_\_\_\_

I require this account for instructional and/or job related activities. I have read the District "Acceptable Use Policy". I agree to follow the rules contained in this Policy. I understand that if I violate the rules, I may face disciplinary action in accord with the collective bargaining agreement in addition to losing my Internet access. I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from the use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

\_\_\_\_\_  
Signature (employee)

Date

\_\_\_\_\_  
Signature (site administrators/manager)

Date

\*\*\*\*\*  
SYS. OP. USE:

**Assigned User Name:** \_\_\_\_\_ **Temp Password:** \_\_\_\_\_

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COMMUNITY USER ACCOUNT AGREEMENT

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

- I will not use the system in a way that will disrupt the network use of others
- I will be polite on-line and will not reveal or request personal information
- I will not use the Internet for illegal or inappropriate purposes
- I am responsible for all activity under my account and will not let anyone else use it
- I am aware that the system administrator has final authority on the use of the network and may access any file if there is suspicion of misuse.

*I understand that if any of the above rules are violated I may lose Internet access. I hereby release the School District, it's personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from the use of, or inability to use the School District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase produces or services.*

\_\_\_\_\_  
Signature

Date

\_\_\_\_\_  
Signature  
(under 16)

Date

\*\*\*\*\*  
SYS. OP. USE:

**Assigned User Name:** \_\_\_\_\_ **Temp Password:** \_\_\_\_\_

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