

## Portage la Prairie School Division

### Internet Acceptable Use Policy

The Portage la Prairie School Division is pleased to bring Internet access to the students and staff of the Division. We believe the Internet offers a wide variety of unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence by encouraging resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers and millions of individual users. Students and staff have access to:

1. Electronic mail with people all over the world.
2. Information and news from government sources, research institutions, and other sources.
3. Public domain software and shareware of all types.
4. Selected discussion groups on a wide range of topics.
5. Many public and private libraries and educational resources.

Computers, software, networks, electronic systems and access to the Internet are intended for educational or research purposes and for conducting valid school business. It is presumed that all computer resources will be used in a responsible efficient, ethical and legal manner, in accordance with the mission statement and the stated policies and regulations of Portage la Prairie School Division.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value. We firmly believe that the valuable information and interaction available on the Internet far exceed the possibility that students may access material that is not consistent with the educational objectives of the Division.

Teachers who wish to use the Internet with their classes are responsible for guiding student access to appropriate sections of the network and for ensuring that students understand the consequences of misusing this privilege.

Students are responsible for accessing network services and for using the network appropriately according to school policy.

Parents are responsible for reinforcing the school goals of promoting responsible Internet use.

### Conditions of Use

Students using school computers for Internet access must agree to the following conditions.

#### 1. Acceptable Use -

I will use the Internet at school

- a) to conduct research
- b) to communicate with others about school work.

I will be responsible for how I use the Internet at school.

## **2. Unacceptable Uses -**

I will not use the school computers and/or the Internet for unacceptable uses. These include (but are not limited to):

- a) vandalizing computer hardware, software, or data of other users;
- b) damaging computers, computer systems or computer networks;
- c) making unauthorized repairs or additions, adding software or reconfiguring systems;
- d) gaining unauthorized access to computer systems;
- e) using another's password or attempting to access another's folders, work or files;
- f) intentionally wasting limited resources or introducing a virus into the network;
- g) downloading information onto school computers without approval from the teacher;
- h) subscribing to e-mail lists using division accounts;
- i) accessing controversial material which is inappropriate or offensive;
- j) sending or displaying offensive messages or pictures;
- k) transmitting copyrighted, obscene or illegal material;
- l) violating copyright laws;
- m) Harassing, insulting or attacking others;
- n) threatening anyone or committing illegal acts; and
- o) using school computers and the Internet for commercial or illegal purposes.

## **2. Network Etiquette -**

- a) I will be polite, and I will not swear or use inappropriate language.
- b) I will not reveal personal information, such as addresses phone numbers, or passwords of anyone.
- c) I understand that electronic mail is not private and can be read by system operators.
- d) I understand that all information available on the network is the private property of others.

## **3. Accuracy of Information -**

- a) I understand that information from the network may not be accurate or true.
- b) I understand that the division does not make any guarantees about the truthfulness of information found on the network.
- c) I will cite in my research any information (text video, graphics etc.) found on the network, the same as I would any material found in printed materials.

Division teachers and administrators will deem what is inappropriate use, and their decision is subject only to confirmation by the Portage la Prairie School Board. Student privileges to use the Internet may be revoked for violating any of the above conditions of use.

## **MERLIN EMAIL Access Policy**

CyberSchools Manitoba Internet Portal (the "Portal") and Microsoft Exchange Email are available to educators and students in Manitoba public schools. The Portal is intended to provide a safe and secure environment for Manitoba students to develop their skills in using the Internet in order to communicate easily and effectively with others in the electronic age. The Portal is made available to all K-S4 students, teachers, administrators and other School Division staff. It provides qualified users with a personal email account, online calendar, network file storage, web space and other services.

CyberSchools services are made available to students and staff who agree to act in a considerate and responsible manner. In order for students to qualify for CyberSchools services, parents must complete the attached Parent Permission Section. Students over the age of 18 and School Division staff need only complete the Student/User Responsibility and Commitment Section. Users are responsible for safeguarding and protecting their user access identification and for their behaviour and communications over the CyberSchools network.

Users who exhibit inappropriate behavior will be subject to appropriate discipline, which may include, in extreme cases, legal action.

Users are responsible for safeguarding and protecting their user access identification and for their behavior and communications over the internet.

### **Privacy Guidelines**

Users of MERLIN's services should have no expectation of privacy. MERLIN maintains the right to monitor and review Internet activity to ensure compliance with this policy, as well as fulfill MERLIN's responsibilities under the laws and regulations of the jurisdiction in which it operates, for example, to supply information in legal discovery to regulators, investigators or other law enforcement officers.

MERLIN reserves the right to intercept, monitor, record, review and disclose any and all Internet sessions. Monitoring may be performed with the assistance of URL filtering and content-filtering software, or by designated MERLIN employees or designated external agencies.

MERLIN reserves the right to alter, modify, reroute or block Internet sessions, as appropriate.

Electronic messages are legally discoverable and permissible as evidence in a court of law.

Any evidence of illegal activity discovered during monitoring or reviews will be provided to the proper law enforcement organizations. MERLIN is not responsible for a user's use of the Internet that breaks the law.

By agreeing to this Acceptable Use Policy, the user consents to the disclosure by MERLIN of certain "personal information" as defined in The Freedom of Information and Protection or Privacy Act (Manitoba), (including the user's name, home address, e-mail address, school division, school and any other information that may be relevant to the particular case), to the appropriate authorities. This may include the school, the school division, the user's parents, affected persons or their parents and, in extreme cases, the police.

