

The Portage la Prairie School Division Acceptable Use Agreement for Staff CyberSchools Access Policy

CyberSchools Manitoba Internet Portal (the "Portal") is made 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.

Portal access is provided by Manitoba Education Research and Learning Information Networks ("MERLIN"), a Special Operating Agency of the Government of Manitoba. In order to maintain system integrity and to ensure that users are using the system responsibly, content filters may be used which scan for obscene or threatening language. By agreeing to this Acceptable Use Policy, users and their parents/guardians consent 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.

User Responsibility and Commitment

As a user of the computer network, I agree to communicate over the network in a responsible manner while honouring all relevant laws and restrictions. I have read and agree to the terms and conditions contained in this Acceptable Use Policy.

Name (please print)

Signature

Date

School

Position (Teacher, Other-specify)