

# St. Ignatius School

## Internet and School Network Acceptable Use Policy - Students

St. Ignatius School is pleased to provide students with access to the school computer networks for Internet, electronic mail and other services. We believe that the use of such services will provide students new and exciting learning opportunities.

*Access is a privilege and not a right.*

To gain access students must sign the *User Declaration - Internet and School Network Acceptable Use Policy* and return it to the classroom teacher.

### **School Network and Internet Access Policy**

In order to maintain system integrity and to ensure that individuals are using the system responsibly, the teacher or network administrators may, as part of their authorized responsibilities, access any student's network storage area at any time. Students should not expect that files stored on school servers will remain private.

### **Acceptable Uses**

St. Ignatius School 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 school 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 St. Ignatius School.

### **Unacceptable Uses**

The school does not condone:

- Illegal use of the school computer system, including software pirating, hacking, copyright violations, harassment or threats, and defamation.
- Sending or displaying offensive messages or pictures (such as, but not limited to, pornography).
- Damaging computers, computer systems or computer networks.
- Making unauthorized repairs or additions, adding software or reconfiguring systems (especially the use and downloading of file sharing programs).
- Downloading and use of file-sharing programs.
- Plagiarism.
- Using another's password or identity.
- Accessing another's folders, work or files.
- Intentionally introducing a virus into the network.
- Attempting to bypass, or bypassing, the school's filtering system.
- Downloading, installing, and running of software that impedes the functioning of the St. Ignatius School network.
- Using the school's technology resources or network for personal commercial/financial purposes.
- Employing the technology resources or network for illegal purposes.
- Using social networking, such as Facebook, unless specifically approved.
- Attempting to obscure the origin of any message or download material under an assumed Internet address.

- Accessing Internet sites that might bring St. Ignatius School into disrepute, such as those carrying offensive material.

### **E-mail**

All messages distributed via the school's email system, even personal emails, are St. Ignatius School's property. You must have no expectation of privacy in anything that you create, store, send or receive on the school's email system. Your emails can be monitored without prior notification if administration deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, administration reserves the right to remove your email access.

It is strictly prohibited to:

- Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your classroom teacher.
- Forward a message or copy a message or attachment belonging to another user without acquiring permission from the originator first.
- Send unsolicited email messages or chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.

### **Security**

Security on any computer system is a high priority, especially when the system involves many students, staff and teachers. Attempts to tamper with any programs, access the system as any other person, or to share a password, will result in cancellation of computer privileges. Electronic mail is not guaranteed to be private. Network administrators have access to email.

By agreeing to the *User Declaration - Internet and School Network Acceptable Use Policy*, students and their parents consent to the disclosure by St. Ignatius School of certain "personal information" as defined in *The Freedom of Information and Protection or Privacy Act (Manitoba)*, (including the student's name, home address, e-mail address, school and any other information that may be relevant to the particular case), to the appropriate authorities. This may include the school, the student's parents, affected persons or their parents and, in extreme cases, the police.

**Please sign and return the attached User Declaration form to your classroom teacher on the first day of school.**

# User Declaration

## Internet and School Network Acceptable Use Policy

**I understand** that St. Ignatius School designs the Internet and school network access for educational purposes as set out in the *Internet and School Network Acceptable Use Policy*.

**I understand** that use of the school's Internet and school network is a privilege, not a right.

**I understand** that I am responsible for my actions in accessing any of the network services.

**I have read and reviewed** the *Internet and School Network Acceptable Use Policy*.

**I understand** that I must abide by the policy and that failure to do so may result in access privileges being revoked or, in more serious situations, disciplinary or legal action being taken.

**I have read** and agree to comply with the guidelines regarding e-mail usage.

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Student's Name (Please print)

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Student's Signature

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Parent's Signature

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Date