



## Computer Technology and Internet Use

### Colonel John Stuart School Computer & Internet Use Policy

The Internet is a useful and powerful tool for promoting learning at Colonel John Stuart School. To ensure the safe and responsible use of our computers and the Internet, we have developed a Computer and Internet Use Policy, which is based on the Halifax Regional School Board Acceptable Use Policy (approval is pending). We ask that you read this document with your child to ensure they understand their rights and responsibilities when using computers and the Internet at Colonel John Stuart School. To guarantee that students will benefit from the school's computer and Internet resources, all users are expected to adhere to the following guidelines.

#### **User Guidelines:**

1. All users must sign an **Acceptable Use Policy** in order to be granted an individual user account. This agreement will extend for the period a student is in attendance at this school. All student users require the consent of their parent, legal guardian or sponsor before they can be issued accounts and access to computer.
2. Respect for and proper care of all computer equipment is expected to be shown at all times. Deliberate attempts to damage equipment will result in financial restitution being sought.
3. Users must adhere to copyright and software piracy policies and legislation. Only school-installed software can be used on the computers. Users may not copy software illegally.
4. Food and drink are not permitted near computers.
5. Students may only use computers if under the supervision of school staff/designate.

#### **Acceptable Use:**

1. When using the Internet or sending email messages, students will conduct themselves in a manner consistent with the Colonel John Stuart Charter of Rights and Responsibilities.
2. Students will use only their own usernames and passwords when online at Colonel John Stuart School. Students are not to use other students' usernames or accounts.
3. All materials, databases, Internet sites and webpages accessed by students must be appropriate and acceptable for classroom use. Internet use will be restricted to classroom research and projects only. The use of chat lines is not permitted.
4. Students who receive information or messages that make them uncomfortable will immediately report the occurrence to the supervising teacher.
5. The use of profanity or impolite remarks in email or any other times will result in loss of computer privileges. School email is not private. It can be monitored.
6. Internet activities requiring the exchange of money or credit are strictly prohibited.
7. Personal information about oneself or others, such as phone numbers, addresses or email accounts are not to be transmitted or posted via school computers.
8. Save work in a manner directed by the classroom teacher. Any files saved on hard drives risk being deleted without prior knowledge to the user.

#### **Consequences for Misuse**

The use of computer systems is a privilege. It is expected that the **Computer/Internet Acceptable Use Policy** will be followed. Any user violating this policy is subject to loss of computer privileges and possible disciplinary action by the school and/or legal authorities.

#### **Disclaimer**

Although this policy has been carefully prepared and reviewed, the Board and school assume no liability for any errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Board is not responsible for any damage suffered by a user. This includes, but is not limited to unauthorized financial obligations, loss of data resulting from delays, non-deliveries, or service interruptions.

**Colonel John Stuart School**

**Computer / Internet Acceptable Use Policy**

**CONSENT FORM**

After discussing the **Computer / Internet Acceptable Use Policy** attached, please sign this consent form and return it to the school.

**Student Section**

I have read, discussed, understand and will follow this Acceptable Use Policy of Colonel John Stuart School for the duration of my time at this school.

I understand that if I violate this policy, I may lose computer/Internet privileges and that disciplinary action and/or legal action may be taken.

**Student Name (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Class/Grade:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Section**

I have read the **Acceptable Use Policy** and discussed it with my son/daughter. I am in agreement with the guidelines of this policy and understand that if my son/daughter violates this **Acceptable Use Policy**, his/her access privileges may be revoked and disciplinary and/or legal action may be taken.

I indicate by initialing each item, permission for each of the following educational computer uses. This will apply for the duration of my son/daughter's stay at this school. Changes may be made at any time by contacting the school.

\_\_\_\_\_ **Internet Use**

\_\_\_\_\_ **Use of student's picture on the school and/or teacher's web pages**

\_\_\_\_\_ **Publication of student work on the school web site**

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_