



## ***Responsible Use Of Computer Technology and the Internet***

**Administrative Procedure #: API001**

### **REFERENCES**

- Board Policies
  - I-2: Responsible Use of Computer Technology and the Internet – Student Forms
  - I-3: Responsible Use of Computer Technology and the Internet Abbreviated Version – Staff Forms
  - I-4: Personal Network Devices
  - I-5: Website Policy

### **PROCEDURES**

#### **1. ADMINISTRATIVE PROCEDURE**

- 1.1. Principals will notify parents about the existence of a Responsible Use of Computer Technology and the Internet Policy.
- 1.2. Principals will require that new students and their parents/guardians sign a Student Responsible Use of Technology Agreement prior to the student accessing the internet or any Board-owned technology.
- 1.3. Principals will obtain the signatures of students and their parents/guardians on the appropriate Student Responsible Use of Technology Agreement when they enter grades 4 and 9 and will ensure the preceding agreement is destroyed.
- 1.4. Principals will provide access to guidelines for student safety while using the internet.
- 1.5. Principals will establish the steps to be taken by students and staff to respond to the inadvertent access in the school to inappropriate/illegal material on the internet.
- 1.6. Principals will cooperate fully with Senior Administration staff and local authorities in any investigation related to any illegal activities conducted through the Information Technology systems of the Board. Reference Appendix B for Examples of Unlawful Activity.
- 1.7. Teachers will provide students with instruction on an annual basis in respect to the appropriate use of the internet.

- 1.8. Electronic mail accounts for staff (employees) will be provided when hired by the board; accounts will be disabled when an employee is no longer employed and/or has taken a leave of absence and/or is classified as redundant and is currently on a recall list.
- 1.9. Electronic mail accounts for students (in Grade 6 to 12) will be provided to teachers. Teachers will provide students with instruction on the appropriate use of electronic mail if applicable.
- 1.10. The Board will, from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems.
- 1.11. Principals will be informed of any serious infraction of the Student Responsible Use of Technology Policy. Disciplinary actions of a student will be handled in accordance with the discipline policies of the Board and the school. Reference Appendix B for examples of Unlawful Activity.
- 1.12. Users will abide by the terms of the applicable Student Responsible Use of Technology Agreement and refrain from unlawful activity. Reference Appendix B for examples of Unlawful Activity.

### 1.13. **2.0 TERMS AND DEFINITIONS**

#### 2.1 UNLAWFUL ACTIVITY

See Appendix 'B'

#### 2.2 INFORMATION TECHNOLOGY

Information Technology refers to all forms of technology used to create, store, exchange, and use information in its various forms (data, audio, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived).

### **3.0 REFERENCES/RELATED DOCUMENTS**

Catholic Curriculum Corporation - *Ethical and Responsible Use of Information and Communication Technology*

### **4.0 RELATED ADMINISTRATIVE PROCEDURES**

Safe Schools  
API-002, Personal Network Devices

### **RELATED FORMS**

Form IT 001, Student Responsible Use of Technology Agreement – Grades JK-3  
Form IT 002, Student Responsible Use of Technology Agreement – Grades 4-8  
Form IT 003, Student Responsible Use of Technology Agreement – Grades 9-12  
Form IT 004, Employee Responsible Use of Technology

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