

Halton District School Board

Operational Policies/Procedures

NUMBER:	<i>to be determined</i>
TOPIC:	Acceptable Use of Information and Communication Technology (ICT)
EFFECTIVE:	January 1, 2010
CROSS-REFERENCE:	Bullying Prevention Freedom of Information and Protection of Privacy Act Discipline and School Safety
REVISION DATE:	April 1, 2011
RESPONSIBILITY:	Chief Information Officer Superintendent of Education, School Program Services Instructional Coordinator for Information Technology

Overview

Information and Communication Technology (ICT) supports the education of students in the Halton District School Board. Students benefit from the use of ICT through opportunities to share, learn, communicate and collaborate with others in and beyond the classroom. Additionally, the use of ICT fosters the acquisition and development of 21st century skills in various program areas and appropriate use contributes to a positive and safe learning environment.

Use of ICT within the Halton District School Board is a privilege not a right. Users who violate these procedures will lose ICT privileges and suffer other consequences consistent with Progressive Discipline and Safe Schools Legislation and the ICT Incident Protocol.

Definitions

- ICT includes use of computers, computer services, networks and related equipment as well as the use of information systems and applications such as computer software, electronic mail, web pages (school, school council, teacher and student) and the Internet, whether used within the Board or in a way that has a connection to the Board.
- "Users" include staff, students, trustees, administrators of systems or any person who uses Halton's ICT systems and services.

User Responsibilities

- Observe standards of courtesy and behaviour consistent with the practices and policies of the Halton District School Board when using ICT. For example, users will not post, publish or transmit any abusive, criminal, defamatory, derogatory, discriminatory, illegal, inaccurate, inappropriate, indecent, libellous, obscene, offensive, profane, racially offensive, sexual, sexist, slanderous, or threatening material or content that promotes hatred or harm against any group or person, is intended for profit or advertising or otherwise does not comply with the theme and spirit of education (reasonable, not-for-profit use of IT for personal reasons is permitted).
- Adhere to all copyright laws, terms and conditions regarding the use, downloading or redistribution of any software, media or information and (unless creating original work), cite all sources when

referring to existing material and research.

- Obtain permission when using the work, images or videos of others on web pages or public forums. For student work, images or video, an authorization form must be signed and returned to the school before such material shall be posted on a web page or public forum (see [Related Links](#) for this form). Schools should have this form submitted as part of the September startup package.
- Respect others by not attempting to damage information, hardware or systems directly or through transmission of malicious or unwanted information or software (e.g., spam, viruses, malware, spyware).
- Safeguard passwords, account information and personal information (i.e., home address, telephone number, work address/telephone number of parents/guardians, credit card numbers or the school's name and address) from unauthorized users (see the [Related Links](#) below for details).
- Represent their online identity truthfully and only access account(s), information and systems for which they are authorized.

Board Responsibilities

- Provide network accounts, Internet access and electronic mail and conferencing to all users within the Board.
- Provide (and periodically update) procedures for use of ICT and make users and parents aware of these procedures.
- Provide resources to help educate users in appropriate and effective use of ICT.
- Reserve the right to monitor ICT activity.
- Address user abuse of ICT privileges in a manner consistent with Board procedures (see cross-references above), reserving the right to restrict or remove user access to ICT and monitor ICT activity where appropriate.

Web Pages

- It is recommended that teacher and student web pages be maintained using the First Class (CHATT) system.
- Web pages should be kept current and conform to standards listed above.
- Teacher home pages should include the teacher's name and a link to the school web page. Student home pages should include a link back to school or teacher web page.
- Although school principals provide oversight for web pages, content authors are accountable and responsible for all content they create.

Related Links

- [Bullying Prevention](#) (Board Administrative Policy)
- [Copyright Link](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Privacy and Information Management Toolkit](#) - free resource for Ontario Boards addressing privacy, security, etc.
- [Progressive Discipline and School Safety](#)