



**TRI-COUNTY REGIONAL SCHOOL BOARD  
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	No. of Pages
<b>861 Network Access and Use</b>	<b>February 20, 2007</b>		<b>1 of 5</b>

**It is the policy of the Tri-County Regional School Board to ensure that Regional personnel, students and other users of technology in the Tri-County Regional School Board understand their responsibilities, rights and privileges when using public school networks, the Internet or other online or technology based resources.**

<b>Procedure Under Policy 861</b>
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## **1 INTRODUCTION**

Students in schools in the Tri County Regional School Board will select from a variety of information sources, including the Internet, to support and extend their learning as prescribed in the Public School Programs. School board staff will use public school networks to fulfill requirements of their employment and for professional development. Access and use of networks will allow users to access local, national, and international electronic information sources, and to collaborate with peers and experts. Access to information, collaboration and creation of digital resources are vital to intellectual inquiry.

## **2 DEFINITIONS**

In this document,

**Department** means the Nova Scotia Department of Education;

**EDnet** means a wide area network that provides data communications services to schools, colleges, libraries and related institutions for connection to the public Internet, online education and administrative applications;

**Individually Identifiable Information** means information disclosing names and/or closeup, frontal images of one or more individuals;

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**Internet** means the public Internet;

**Intranet** means private networks which are not accessible to the general public except by those who are authorized to have access by the use of password protection.

**Network** means a public school system local area network, Ednet, and the Internet;

**School Board Staff** means all employees of a school board;

**School Board Policy** means the school board Policy respecting school Network access and use,

**User** means any School Board Staff, student, board member, parent, volunteer, or school advisory council member, who uses a public school system Network.

### **3 OBJECTIVES**

The objectives of this Policy are to:

- Provide Policy for the safe use of Networks by Users
- Ensure that users respect privacy, copyright and intellectual property of others
- Clarify responsibilities related to Network use in public schools
- Ensure that Networks and associated technology are used for intended purposes
- Provide Policy to respond to inappropriate uses
- Ensure that Users will not use Networks to bully or harass
- Ensure that Users will not disrupt Networks
- Ensure that Users will not use Networks for commercial or criminal purposes, or for other than public school system purposes.

### **4 APPLICATION**

This Policy applies to all Users of Networks.

### **5 GUIDELINES**

With the guidance and instruction of teachers, students may retrieve, process, create, communicate, and evaluate digital information to pursue the curriculum outcomes of the Public School Programs of Nova Scotia.

It is expected that students will access teacher-previewed, recommended, or evaluated information systems and sources in structured ways for instructional and curriculum purposes. It is expected that students will access other sites in accordance with the Policy. Network services will be available to School Board Staff.

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## **6 ACCOUNTABILITY**

### **It is the Department's responsibility to**

Manage the EDnet network

### **It is the School Board's responsibility to**

- Inform Users about the School Board Policy and the School Board's roles and responsibilities in the implementation and maintenance of the School Board Network Access and Use Policy
- Provide professional development opportunities to help teachers integrate online services including the Internet within the curriculum
- Ensure that use of Networks is consistent with the School Code of Conduct
- Ensure that unacceptable conduct is corrected consistent with the School Code of Conduct

### **It is the School's responsibility to**

- Comply and ensure compliance with the School Board Network Access and Use Policy
- Communicate with students, School Board Staff and parents, the purposes, benefits, and risks associated with the use of Network resources
- Ensure that the terms of license agreement between software vendors and the school are observed
- Facilitate staff development related to Network access and curriculum use
- Facilitate set-up of Network access accounts for students, teachers and school staff.

### **It is the Teacher's responsibility to**

- Ensure that the use of Networks is consistent with curriculum outcomes of the Public School Programs
- Provide developmentally appropriate, structured learning activities, and lists of resources particularly suited to the curriculum outcomes
- Preview and evaluate learning resources including Internet sites prior to recommending them for student use
- Direct students to previewed, recommended, and evaluated Internet resources integrated within the curriculum and instructional program
- Supervise student access to Networks
- Inform students about and model good behaviour regarding copyright and intellectual property
- Provide students with clear direction and expectations of compliance with the School Board Policy

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- Advise students that information distributed over school Networks and the Internet may not be secure because electronic messages may be intercepted, read, and modified without the author's permission or knowledge and messages may be forwarded to other than the intended audience
- Alert students to the dangers of making available Individually Identifiable Information over the Internet
- Comply with the School Board Policy

**It is the Student's responsibility to:**

- Responsibly follow the School Board Policy as part of a planned curriculum learning activity
- Use Networks in accordance with the School Code of Conduct
- Report immediately to the teacher or other School Board Staff any inappropriate communication or attempts to engage students in contact outside of school
- Not post Individually identifiable Information where it can be viewed over the Network

**It is the responsibility of all Users to**

- Respect copyright and intellectual property
- Not use Networks for commercial or criminal purposes, or for other than public school system purposes
- Not post Individually identifiable Information regarding students where it can be viewed over the Internet
- Exercise caution when releasing Individually identifiable Information to any person or electronic system
- Not use technology at any location for purposes of bullying or harassing
- Not to cause disruption of networks
- Not attempt to access private or personal materials, information, or files of others without their prior authorization
- Not vandalize, damage, or sizable the work of another individual or organization
- Not access, manipulate, alter or attempt to damage, disable or destroy technology or computer files
- Not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery or language
- Use Networks only for non-commercial, legal purposes, and for public school system purposes.
- Not install unauthorized software.

**7 CONSEQUENCES OF UNACCEPTABLE USE**

A student who violates this Policy or School rules is subject to disciplinary action, in accordance with the applicable disciplinary procedures and Code of Conduct.

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School Board Staff who violate this Policy or another School Board Policy (see Tri County Regional School Board Policy No.810 - Personal Use of Technology) are subject to appropriate disciplinary action, up to, and including discharge.

As a result of such violations, the student or the School Board Staff may lose access to Networks. The consequence for the student losing access to Networks may be that the student is no longer able to successfully complete the curriculum learning outcomes. The consequence for the School Board Staff losing access to Networks may be that the School Board Staff is no longer able to fulfill their conditions of employment.

When appropriate, law enforcement agencies may be involved.

## **8       DISCLAIMER**

Use of any information obtained via the Internet is at the User's own risk.

## **9       MONITORING**

The Director of Programs and Student Services is responsible for monitoring overall compliance with this Policy.

The Principal of each school is responsible for compliance with the Policy for users in each school.

## **10       REFERENCES**

- School Code of Conduct
- Nova Scotia Government Website Privacy Policy
- Integration of Information and Communication Technology within the Curriculum
- Nova Scotia Department of Education Public School Network Access and Use Policy (2006)