NETWORK ACCESS AND USE POLICY

Scope

This policy is intended for the staff and students of the Cape Breton-Victoria Regional School Board.

Purpose

To provide a framework of regulations for staff and students when accessing the Internet or network services of the Cape Breton-Victoria Regional School Board. This policy will provide guidelines for the use of networks by users; ensure that users have information which encourages them to respect privacy, copyright, and the intellectual property of others; clarify responsibilities related to network use in schools and for distributed learning; ensure that networks and associated technology are used for intended purposes; provide guidelines to respond to inappropriate uses, and balance access to risk associated with network access and use.

Definitions

Consent means written informed consent in advance by the parent or legal guardian of users under 19 years of age, or by users themselves if 19 years of age or over.

Network means any or all of a public school system local area network, Ednet, or the Internet.

Publish and publication mean to release or make accessible to publics beyond those involved in the student’s learning program and the student’s parent/guardian. Published information may include a student’s personal information and/or student work.

Student work means the intellectual property created by the student.

User means any teacher, other school board staff, student, board member, parent/guardian, volunteer, or school advisory council member, or any other person given authorized access to a network in respect to the provision of the Public School Programs of Nova Scotia or to provide authorized services.
Policy Statement

It is the policy of the Cape Breton-Victoria Regional School Board that use of the Internet and networks by staff and students do so in accordance with the Public School Network Access and Use Policy (2011) of the Department of Education and the Cape Breton-Victoria Regional School Board. Students will access and use information from a variety of sources, including the Internet, to collaborate with peers and experts, and to support and extend their learning as prescribed in Public School Programs. School board staff will use public school networks to fulfill requirements of their employment and for professional learning. Access and use of networks will allow users to access local, national, and international electronic information sources. Access to information, collaboration, and creation of digital resources are vital to intellectual inquiry and achievement of learning outcomes. The use of the Internet and technology is growing in schools and the opportunities to celebrate student work are plentiful, which also means that respecting students’ privacy is more important than ever. This policy is intended to provide a balance between access and risk.

Cross Reference

*Copyright Act*
Department of Education Public School Network Access and Use Policy (2011)
*Education Act*
CBVRSB School Code of Conduct Policy
*Freedom of Information and Protection of Privacy Act (FOIPOP)*
CBVRSB Network Security Policy
CBVRSB Installation of Hardware and Software Policy
*Personal Information International Disclosure Protection Act (PIIDPA)*
School Code of Conduct Provincial School Code of Conduct and School Code of Conduct Guidelines
CBVRSB Race Relations, Cross Cultural Understanding and Human Rights Policy

Authorization

This policy has been authorized by the Board under motions number 2013-04-20.

Responsibility

It is the responsibility of the Director of Programs and Student Services of the Cape Breton-Victoria Regional School Board to ensure that this policy and administrative procedures are implemented.

Implementation

The Coordinator of Program Services (Instructional Support) will implement the policy and administrative procedures.
School Board’s Responsibility

1. Communicate this policy to all users.

2. Inform users about their roles and responsibilities in the implementation and maintenance of the Network Access And Use Policy.

3. Provide professional development opportunities to help users.

4. Ensure that use of networks is consistent with the Provincial School Code of Conduct and School Code of Conduct Guidelines. (See Appendix A)

5. Address unacceptable conduct consistent with the Codes of Conduct.

6. Facilitate set-up of network access accounts for students, teachers, school board staff, and other users.

7. Ensure that the terms of license agreements between software vendors and the school board are observed.

8. Ensure that the consent for publication of student personal information and student work within its publications is done. (Appendix B).

School’s Responsibilities

1. All school personnel must have a full understanding of the Public School Network Access and Use Policy of the Department of Education and the Cape Breton-Victoria Regional School Board.

2. Schools must develop as part of their Code of Conduct a Network Access and Use Policy for all users that is consistent with the Department of Education policies and the Cape Breton-Victoria Regional School Board policies. (See Appendix A)

3. Ensure that the terms of license agreements between software vendors and the school are followed.

4. Facilitate staff development related to network access and curriculum use.

5. Communicate with students, teachers, other school authorized users, and parents/guardians, the purposes, benefits, and risks associated with the use of network resources.

6. Identifiable information of individuals including first names and close-up, frontal images may only be posted with written consent from parents or guardians. (See Appendix B – Consent for Publication of Student Personal Information and Student Work).

7. Ensure that the consent for publication of student personal information and student work within its publications is done and the records of consent are maintained (Appendix B).
8. Facilitate access to Consent forms for publications of the CBVRSB.

9. Advise parents/guardians annually that they may change the completed record of Consent.

10. Facilitate network access accounts for students, teachers and school staff.

**Teacher's Responsibilities**

The teacher is responsible for the overall management of student use of a network within his/her assigned teaching areas or when acting in a supervisory role and instructing students on the appropriate use of the network.

1. Review the school’s Network Access and Use Policy with the students yearly.
   (See also Appendix A)

2. Ensure that the use of Internet resources is consistent with curriculum outcomes of the school, and the Public School Programs of Nova Scotia.

3. Preview and evaluate learning resources including Internet sites prior to recommending them for student use and direct students to previewed, recommended and evaluated Internet resources integrated within the curriculum and instructional program.

4. Supervise student access to Internet resources identified through tools such as electronic search engines and provide appropriate guidance and instruction to students in the relevant and effective use of those sites which have been evaluated by the teacher.

5. Inform students that communications on networks are often public in nature and that privacy is rarely available.

6. Alert students to the dangers of making available personal identifying information over the Internet.

7. Model good behaviour regarding copyright and intellectual property.

8. While at school, teachers will use only the email accounts assigned to them by their school.

9. Teachers will follow the school’s established rules for going online.

10. Teachers will not use school provided internet access for non-approved commercial purposes.

11. Ensure that consent has been obtained prior to teacher publication of students’ personal information or student work.
Policy – Network Access and Use Policy

Policy Number: PSS 255

Student’s Responsibility

1. Students will adhere to all policy guidelines as established by the school, school board and the province.

2. Students will exercise caution when releasing personal information that may identify him/her or a member of his/her family.

3. Students who receive information or messages which make them uncomfortable will immediately report the occurrence to the supervising teacher.

4. Students will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit or threatening material, imagery or language. (See Appendix A)

5. Students will use school-provided Internet access under direct teacher permission and supervision.

6. Students will not attempt to access the materials, information or files of others without their prior authorization.

7. Students will not access, manipulate, alter or attempt to damage, disable or destroy technology or computer files.

8. While at school, students will use only the email accounts assigned to them by their school.

9. Students will follow the school’s established rules for going online.

10. Students will not vandalize, damage or disable the work of another individual or organization.

11. Students will not use school-provided Internet access for illegal purposes or for non-approved commercial purposes.

12. Students must abide by copyright laws when using the Internet.

13. Students will assume with his/her parent/guardian, all responsibility resulting from financial obligations entered into by the student.

Responsibilities of All Users Accessing School Board Internet or Network Services

All users accessing School Board Internet or Network Services will:

1. Respect copyright and intellectual property.

2. Use the network in a responsible and ethical manner consistent with the educational and informational purposes for which it is provided.
3. Post identifiable information (first names, close up frontal images) of other persons, which can be viewed over the internet, ONLY with written consent from a parent or guardian.

4. Exercise caution when releasing individually identifying information to any person or electronic system.

5. Not use technology at any location for purposes of bullying or harassing.


7. Not attempt to access private or personal materials, information, or files of others without their prior authorization.

8. Only use the email accounts assigned to them by their school.

9. Not vandalize, damage, or disable the work of another individual or organization.

10. Not access, manipulate, alter or attempt to damage, disable or destroy technology or computer files.

11. Not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery or language.

12. Use networks only for educational, non-commercial, legal purposes, and for public school system business.

13. Not install unauthorized software. Approved software may be installed by a Board technician.

Consequences of Unacceptable Use

1. A student user who violates the Public School Network Access and Use Policy or CBVRSB Network and Access Use Policy is subject to appropriate disciplinary action, in accordance with the School Code of Conduct.

2. School board staff members who violate the Public School Network Access and Use Policy or CBVRSB Network Access and Use Policy are subject to appropriate disciplinary action, up to and including termination.

3. Users may lose access to networks as a result of violations of this policy.

4. When and where appropriate, law enforcement agencies may be involved.
Associated Forms

Consent for Publication of Student Personal Information and Student Work (Appendix B)

Policy Review

This policy will be reviewed by the Director of Programs and Student Services within three years.

Distribution

Board Members and all Policy Manual Holders
APPENDIX A

PROVINCIAL SCHOOL CODE OF CONDUCT AND SCHOOL CODE OF CONDUCT
GUIDELINES (pages 3 & 4)

Principles

Respect

It is expected that school members will exhibit behavior that shows respect for the rights, property, and safety of themselves and others.

Responsibility

It is expected that school members will accept personal responsibility for their behavior in order to maintain a safe and productive learning environment.

Rights

It is expected that school members will honour the rights of others through the process of learning and demonstrating appropriate behavior in the context of social responsibility.

The above principles are supported by the Education Act under several sections, including the preamble and those pertaining to the duties of students, parents/guardians, teachers, principals, superintendents, and support staff.

Standards of Behaviour

School members will:

• Show respect for the rights, property, and safety of themselves and others.

• Respect and appreciate diversity of all school members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age, or ability.

• Express themselves with socially acceptable language and gestures.

• Exhibit behavior that avoids all forms of intimidation, harassment, racism, and discrimination.

• Dress in accordance with school dress standards.

• Treat school property and the property of others with a reasonable standard of care.

• Respect the responsibility of all school members in exercising their duties.

• Promote positive behavior through the avoidance of all types of violent acts.
• Use information and communications technology, including the internet and email communication, in a responsible and appropriate manner consistent with the Nova Scotia Public School network Access and Use Policy.

• Refrain from the possession of any form of a weapon on school property

• Refrain from the possession of, and being under the influence of, all forms of intoxicants on school property.

• As appropriate, attend classes, activities, and events and be prepared and punctual.
Appendix B
Insert School Graphic
School Name
10 Main St., SouthTown, NS A1B 2C3
Phone: (902) 555-5555 – Fax: (902) 666-6666
Web Site: http://www.cbv.ns.ca/school name

GENERAL CONSENT FORM

School Name

...is proud of its students and their work and we take many opportunities to publicize student accomplishments.

Artwork/Written Work/Digital Work for Display
Throughout the school year your son or daughter will be producing a variety of creative assignments (artwork, stories, poetry, digital projects etc.). On occasion, the need may arise to display or publish these assignments in the classroom or in various school and board locations and publications including Department of Education, board and school websites.

Photographs/Media Interviews
The school may, from time to time, be contacted by the media (newspaper, radio, television) for student quotes, interviews and pictures. Occasionally, the school, the Board, or the Department may record audio or video images of students for teacher professional development or curriculum support projects. All this information may be published or aired. As well, our School Board's Communications Office may contact students for quotes, interviews or photographs for board communications, websites or publications.

Internet Access
The CBVRSB provides internet access to students, staff and Board employees attending on CBVRSB property and offers wireless internet access on some CBVRSB buses. With access to the internet comes the availability of information and material that may not be considered educational and may not be approved by the CBVRSB. The CBVRSB will make efforts to block information deemed unsuitable for using on Board property. However, due to the size of the internet and the inherent short comings of any filtering software, it is impossible to ensure that all unsuitable material is blocked from use. As a result, CBVRSB internet access is conditional on students, staff, and Board employees, agreeing to refrain from the unacceptable uses of school accessed internet, including but not limited to the following: uploading and/or downloading internet material that is copyrighted, obscene, offensive, harmful, defamatory or illegal activity.

Engaging in any behavior that violates any CBVRSB policies, Nova Scotia Department of Education policies, or unethical behavior will not be permitted. Further, accessing any unauthorized information, record or correspondence, will not be allowed. The consequence
of failure to abide by the terms of this Consent may terminate all access to Board internet and may result in disclosure of information in accordance with policy and law including possible criminal prosecution.

When a student, staff member, or Board employee browses or downloads information when logged into internet provided by the CBVRSB, our server automatically collect information for monitoring, statistical purposes and may be disclosed in accordance with policy and or law and may form the basis of a criminal prosecution.

Your permission is required for the above to take place.
Please check off the following items to indicate your willingness for your son/daughter to participate.

Students and Parents: Please sign below.

Check
___ Art work for display/publication (including the Department of Education, board, school and teacher websites).
___ Written work for display/publication (including the Department of Education, board, school and teacher websites).
___ Digital work for display/publication (including the Department of Education, board, school and teacher websites).
___ Involvement in media reports/interviews.
___ Non identifying photographs of student on school and board websites.
___ I give permission for my child to use and access the internet utilizing services provided by the CBVRSB.

Student Name: (Print Please) _____________________________ Grade: _____

Student Signature: __________________________________________

Parent/Guardian Signature(s): __________________________________

Date: ______________________________

*Note: Besides the student, only persons having lawful custody of the student may sign this consent form as parent or legal guardian. If both parents have lawful custody, one or both may sign