



Network and Internet Acceptable Use Policy

Preamble

Information Communication Technology (ICT) resources are provided for students and staff to further the educational goals and objectives of Mill Park Secondary College. ICT resources include local *network* resources and external *Internet* resources. They encompass all computer hardware, peripherals, servers, routers, switches, operating system software, application software, stored text and data files and include electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, digital images, digitized information, communications technologies, and new technologies as they become available

Aims

- to ensure the acceptable use of ICT resources
 - to ensure a safe and productive educational environment.
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Implementation

- The use of network resources and the Internet is a privilege, not a right
- The use of network resources must be in support of educational goals.
- Teachers, administrators and staff must supervise student use of electronic information resources in a manner that is appropriate to the student's age and circumstances of use.
- Users are responsible for their actions over the Internet and through electronic communications.
- Although a filtering solution is maintained by the school and ISP, the school and ISP cannot guarantee that access to all inappropriate sites will be blocked
- Requests to unblock filtered sites must be approved by the principal and forwarded to the school's technology department.
- Users shall abide by all copyright, trademark, and licensing agreements and laws, including seeking and documenting permission for use of materials when required
- The college desires to provide a reasonable level of privacy however users should be aware that data they create on the school's systems remains the property of the college. Because of the need to protect the network, college administration does not guarantee the confidentiality of information stored on any network device belonging to the college.
- For security and network maintenance purposes, authorized individuals within the college may monitor equipment, systems and network traffic at any time.
- An individual in whose name a network account is issued will be responsible at all times for its proper use. The user must cooperate in the protection of the account by changing passwords as required and keeping passwords strictly confidential. Users are expressly prohibited from the sharing of accounts and passwords.
- Users are ultimately responsible for their data, its existence, integrity and security. Mill Park Secondary College is not liable for any losses of data resulting from one's own accidental or ill-informed use, failures of technology or intruders.
- It is the user's responsibility to remove all sensitive data before a computer is retired or sold.

Unacceptable use includes (but is not limited to):

- Uses that violate federal, state or local laws
- Uses that violate student codes of conduct
- Attempts to bypass or disable any filtering or security devices. This includes any attempt to "crack" passwords, operating systems or other network or Internet devices.
- Uses that promote commercial or political activities unless specifically related



- to the curriculum
- Transmission or display of obscene or pornographic images, messages or cartoons, or any transmission or use of communications that may be construed as harassment or disparagement of others
 - Uses that intentionally or negligently disrupt normal network use and service
 - Creation and/or deployment of a computer virus, Trojan or worm
 - Uses that gain or attempt to gain unauthorized entry into a file to use, read or change the contents of the file
 - Unauthorized transfer of a file
 - Downloading or use of entertainment software, websites or other files not related to the mission and objectives of Mill Park Secondary College. This includes, but is not limited to: freeware, shareware, copyrighted commercial and non-commercial software, and non-instructional websites.
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Related Documents

[*Mobile Communication Tools Policy*](#)
[*Student/Parent Netbook Handbook*](#)
[*Discipline Policy*](#)
[*Privacy Policy*](#)

Ratified Date

This Policy was ratified by School Council on 17 March 2009

Review Date

This policy will be reviewed as part of the College's three-year review cycle
