

## **Ross Sheppard High School Acceptable Use Policy**

At Ross Sheppard High School, technology and the use of technological resources are integral aspects of classroom instruction and school organization. Computer support learning, enhance instruction and facilitate the daily business of the school. Students have access to college and university libraries, information, and news from a variety of resources, research institutions, software of all types and description, discussion groups on a wide variety of topics, and much more.

All students and staff are expected to use technology and information resources in a responsible, efficient, ethical, and legal manner. Acceptable uses of technology and information resources are activities which are curriculum based and support learning and teaching.

Examples of unacceptable uses of technology include, but are not limited to:

- any violation of the **School Act**
- any violation of the Ross Sheppard **Student Behavior and Conduct Code**
- altering, reposting, or forwarding of personal communication with the prior written permission of the author
- copying or transferring software that is in violation of the **Copyright Laws**
- using the network for financial gain, commercial activity, or any illegal activity
- spoofing, spamming, or other attempts to send anonymous messages of any kind
- any type of network broadcast
- using copyrighted materials without permission
- using the computer to send and/or receive inflammatory messages, creating a computer virus, or placing a computer virus on any computer and related equipment
- using the network to procure/obtain/provide any personal information such as address, name, age, and phone number that others may use inappropriately
- accessing computer equipment from a remote station with the prior knowledge and consent of the authorized user

Student access to and use of the Internet is restricted to activities which support curriculum expectations and Alberta Education's **Goals of Schooling**. Student access is under the supervision of the classroom teacher in conjunction with other school personnel.

Any failure to adhere to this policy and the rules of conduct will result in suspension and revocation of the user's access privileges at Ross Sheppard High School. Inappropriate use of electronic information resources can be a violation of local, provincial, federal, and/or international laws. Violation can lead to prosecution by the appropriate authorities.

In most cases the supervising teacher will notify parents when a suspected violation has occurred and contact the appropriate student coordinator. The parent or guardian will be notified when the student has lost the privilege of access.

## Student Contract

In consideration of the use of computer technology and access to the Internet at Ross Sheppard High School, I agree to and understand the following rules of conduct regarding the appropriate use of computer technology in the school:

1. I am responsible for following the **Code of Conduct** specified in the **School Act** and the Ross Sheppard High School **Behavior and Conduct Code** in all matters relating to the use of technology and information resources.
2. I understand that I am responsible for knowing whether or not any program or data is copyright material and that I will not violate copyright laws.
3. I know there are International, Federal, Provincial, and Municipal laws which specify appropriate use of computer technology and other telecommunications equipment (e.g. Sections 342.1 and 430 of the **Criminal Code**).
4. I am responsible for all of my personal computer technology access and for any use made of computer technology while in the school or while accessing the school network.
5. I agree to use technology and information resources in a responsible, efficient, ethical, and legal manner.
6. I will not contravene the conditions of the **School Act** nor the **Behavior and Conduct Code** of Ross Sheppard High School. For example, I will not:
  - give access to computer technology or to any person by allowing the use of my name, school identification, assigned login names, or passwords
  - intentionally seek information about, browse, obtain copies of, modify files, passwords, or computer electronic storage media that belongs to other people
  - attempt to obtain computer network system privileges to which I am not rightfully entitled
  - exploit gaps in security – any security gaps which I may find I agree to immediately report to my teacher
  - send or receive inappropriate images, sounds, or messages
  - use computer resources for frivolous reasons
7. I understand that as a student my privileges are limited to on-site only access to computer technology equipment and networks of Ross Sheppard High School and Edmonton Public Schools. Ross Sheppard teachers and staff have the right to review any materials which I may store in files, or information that I have accessed on the Internet. Staff may edit or remove any material which they believe to be inappropriate.
8. I understand that the same conduct codes and responsibilities apply to the use of any personal computer which I may bring to school or which I use to access the school network.
9. I understand that I will have my computer technology access revoked in the event that I have contravened any portion of the school technology policy.