



**Brant Haldimand Norfolk
Catholic District School Board**

POLICY: INFORMATION AND COMMUNICATIONS TECHNOLOGY USE

		Policy Number:	600.02
Adopted:	September 9, 2003	Former Policy Number:	N/A
Revised:	October 23, 2012	Policy Category:	Information/Technology
Subsequent Review Dates:	TBD	Pages:	2

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that the network, computer systems and associated resources provided by the Board are integral to the education environment and must be made available to students and staff for the purpose of student learning and the business of the Board. Further, the Board believes in the benefits that technology can bring to support its daily operating activities and student achievement. As a Catholic learning community, we commit to use these and all technologies in a manner, which is consistent with the Mission and Vision of Catholic education and the teachings of the Catholic faith.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- Information and Communication Technology tools and resources are integral to driving improvement in staff and student learning and efficiency.
- Board owned classroom and staff computers and devices will be used solely for education or work-related purposes during the work and school day.
- Information and Communication Technology tools and resources enable the Board to broaden its communication networks and provide the Board with the ability to connect with all geographic areas under the Board's jurisdiction.
- Staff and students must be given and be prepared to use Information and Communication Technology tools and resources to ensure they become collaborators in learning, seekers of knowledge and acquirers of new skills.
- All Board assets and equipment are to be protected.
- The use of technology must be appropriate.
- Information and Communication Technology tools and resources must be used such that they provide a safe and nurturing environment for learning and working.

Glossary of Key Policy Terms:

Information and Communications Technology

Usually called ICT, is often used as an extended synonym for information technology (IT), but is usually a more general term that stresses the role of unified communications and the integration of telecommunications (telephone lines and wireless signals), intelligent building management systems and audio-visual systems in modern information technology. ICT consists of all technical means used to handle information and aid communication, including computer and network hardware, communication middleware as well as necessary software. In other words, ICT consists of IT as well as telephony, broadcast media, all types of audio and video processing and transmission and network-based control and monitoring functions.

Appropriate Use

Relevant federal and provincial laws and regulations govern the use of computer and information technology systems of the Board. In addition, use of technology must be consistent with Board policies and procedures at all times. Users are expected to use the Board's internet and email services in a lawful, responsible and ethical manner consistent with the educational, informational and recreational purposes for which they are provided. Users will be subject to disciplinary action for misuse of email or Internet systems. Misuse of these systems may also, in some instances, subject the Board to lawsuits.



**Brant Haldimand Norfolk
Catholic District School Board**

References

Copyright Act, R.S.C., 1985, c. C-42

Education Act, R.S.O. 1990, c. E.2

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, CHAPTER M.56

Human Rights Code, R.S.O. 1990, c. H.19

Criminal Code (R.S.C., 1985, c. C-46)

Highway Traffic Act, R.S.O. 1990, c. H.8

Bill 168, Occupational Health and Safety Amendment Act

Workplace Harassment Policy, Reference No. 300.01, Brant Haldimand Norfolk CDSB

Workplace Violence Prevention Policy, Reference No. 300.20, Brant Haldimand Norfolk CDSB

Electronic Communication Policy, Reference No. 600.01, Brant Haldimand Norfolk CDSB

Electronic Websites Policy, Reference No. 600.03, Brant Haldimand Norfolk CDSB

Laptop/Netbook/Portable Device Usage for Staff Procedure, Reference No. 600.31, Brant Haldimand Norfolk CDSB

Laptop/Netbook/Portable Device Support for Staff Procedure, Reference No. 600.32, Brant Haldimand Norfolk CDSB

Laptop/Netbook/Portable Device Security for Staff Procedure, Reference No. 600.33, Brant Haldimand Norfolk CDSB



INFORMATION AND COMMUNICATIONS TECHNOLOGY USE AP 600.02

Procedure for:	All Staff and Students	Adopted:	September 09, 2003
Submitted by:	T. Grice, Superintendent of Business	Revised:	October 23, 2012
Category:	Information / Technology		

Purpose

The Brant Haldimand Norfolk Catholic District School Board believes that the network, computer systems, and associated resources provided by the Board are integral to the education environment and must be made available to students and staff for the purpose of student learning and the business of the Board. As a Catholic learning community, we commit to use these and all technologies in a manner which is consistent with the Mission and Vision of Catholic education and the teachings of the Catholic faith. The purpose of this administrative procedure is to protect both the Board and its users from risks associated with using these resources, including but not limited to; virus attacks, spam, loss of data, invasion of privacy, loss of service and an array of legal issues and to promote effective use and efficient business practices as well as to promote student achievement through activities initiated by the District Student Achievement Team (DSAT). Through this administrative procedure, the Board endeavors to educate staff and students with the intent to maximize the value that its information and communications technology (ICT) investment brings to support student achievement.

Responsibilities

Superintendents, Principals and Managers

- Ensure that staff, upon hiring and annually thereafter, are made aware of Board Information and Communications Technology Policies and Procedures.
- Ensure that staff and students are aware of the expectations regarding the use of any Board-supplied technology or personal device that is connecting to the Board's network and/or Board-provisioned technology services.
- Determine appropriate action, corrective and disciplinary measures to address staff and student violations of this procedure in consultation with senior management as necessary on a case-by-case basis for situations where staff and students are not in compliance with Board Information Technology Policies and Procedures.

Principals

- Coordinate and manage technologies within their school in accordance with the directives from the DSAT to promote student achievement.
- Develop an understanding for, as well as monitor and supervise the acceptable use of electronic communication and social media technologies when used in any Board facility.

Teachers

- Manage the collection of Student Information and Communications Technology Use Agreement forms pertaining to the Board's Information Technology Policies, Procedures and Acceptable Use.
- Manage student use of computing and information technology facilities and resources within their assigned teaching areas in accordance with the directives from the DSAT to promote student achievement.
- Instruct and model for students, the appropriate use of technology.
- Instruct all students to comprehend and as well as supervise students in their adherence to all Board Information Technology Policies and Procedures.
- Consult with the school principal and or vice principal, as necessary, and use the Board Information Technology Policies and Procedures and/or the School's Code of Conduct when applying sanctions for misuse and/or illegal use of the Board's computing and information technology facilities and resources.



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- Teach proper techniques and standards for participation in guiding student access to appropriate sections of the network and for assuring that students understand that if they misuse the network they may face disciplinary or legal action. Particular concerns include issues of privacy, copyright infringement, email etiquette, cyber bullying and intended use of the network resources.

Students

- Abide by the Board's Information Technology Policies, Procedures and Acceptable Use Agreement.
- Student users of the Brant Haldimand Norfolk Catholic District School Board's technology resources must complete, with applicable signatures, a Brant Haldimand Norfolk Catholic District School Board Student Information and Communications Technology Use Agreement. Access to Board technology resources will be denied to students that do not have this form signed and on file. Without a signed form, an active student network account will not be generated.
- Students that violate the Student Information and Communications Technology Use Agreement will be reported to the Principal of their respective school and their computing privileges will be suspended or revoked depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law.
- Computer use by students is a privilege, not a right.

All Users

- Ensure that technology resources are used in an effective, efficient, moral and ethical, equitable and lawful manner in accordance with Board policies and procedures.
- Ensure that all users authenticate to networks, devices and applications as themselves and not assume another person's identification during the authentication process.
- Use the Board's network, technology and technology services in a lawful, responsible and moral and ethical manner consistent with the educational, informational and recreational purposes for which they are provided.
- Agree never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which (s)he is authorized, or any attempt to deprive other authorized users of resources or access to any Board computer system shall be regarded as malicious and may be treated as an illegal act.
- Upon finding a possible security lapse of any kind on any system, all users are obliged to report the security lapse to the system administrator who will investigate the problem.

Information

The Board network and computer systems are provided for the use of the students, teachers, staff and administrators in support of the programs of the Board and are to be used for education, research, academic development and Board-related business only.

A signed acknowledgement form (Appendix A: *Information and Communications Technology Use and Electronic Communications and Social Media Use Acknowledgement Form*) must be submitted by all staff, board members and community members who will use technology resources.

The Brant Haldimand Norfolk Catholic District School Board retains ownership, control and copyright over all items created, composed or otherwise developed using board technology resources unless specifically waived or transferred in writing. All requests for waivers or transfer of ownership should be made through an employee's immediate supervisor who will then forward the request to the Superintendent for approval.

The Board assumes no liability for any direct or indirect damages arising from the user's connection to the internet. The Board is not responsible for the accuracy of information found on the internet and only facilitates access and dissemination of information through its systems. The Board's role in managing the network and computer systems is only as an information carrier. Transmission through these systems is not an endorsement of said transmission by the Board.



The Board's network provides users access to outside networks, both public and private, which furnish electronic mail, information services, conferences, social media sites, etc. Users are advised that they may encounter material which may be considered offensive or objectionable in nature or content. Users are further advised that the Board does not assume responsibility for the content of any of these outside networks.

The user agrees to comply with the Acceptable Use Guidelines for all outside networks or services they may access through Board systems.

Procedures

1.0 Rights

Computer systems, networks, facilities and accounts are owned and operated by the Board. The Board reserves all rights, including termination of service without notice, to the computing resources which it owns and operates. These procedures shall not be construed as a waiver of any rights of the Board, nor shall they conflict with applicable acts of law. Users have rights that may be protected by Federal, Provincial and local laws.

2.0 Privileges

Access and privileges on the Board's network and computing systems are assigned and managed by the administrators of specific individual systems. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps prescribed for that system.

Users may not, under any circumstances, transfer or confer these privileges to other individuals. Any account assigned to an individual shall not be used by others without written permission from the system administrator. The authorized user is responsible for the proper use of the system, including password protection.

3.0 Accounts

Users do not own accounts on Board computers, but are granted the privilege of exclusive use.

4.0 Confidentiality No Expectation of Privacy

Users should not expect privacy with respect to any of their activities when using the Board's computer and/or telecommunication property, systems or services. Use of passwords or account numbers by users does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted. The Board reserves the right to review, retrieve, read and disclose any files, messages or communications which have been created, sent, received or stored on the Board's computer systems and/or equipment. The Board's right to review, also called monitoring, is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct and creating and maintaining a productive work environment.

If policy violations are suspected or discovered, they will be reported immediately to the appropriate system administrator. The administrator is not permitted to see or read the contents intentionally; unless authorized a Senior Administrator of the Board, to read document information where not germane to the foregoing purpose; or disclose or otherwise use what they have seen. One exception, however, is that of systems personnel who may need to inspect a damaged document in an effort to restore its contents. This exception is limited to the least invasive level of inspection required to perform such duties. Furthermore, this exception does not exempt technicians/system administrators from the prohibition against disclosure of personal and confidential information, except insofar as such disclosure equates with good faith attempts to restore the otherwise unusable document.

If policy violations are discovered or suspected, access to trustee accounts must be approved by the Director of Education and the Chair of the Board in writing.



5.0 Copyright

Software is protected by copyright laws. Therefore, the Board network and computing facilities are not to be used to copy software except as permitted by law or by contract with the owner of the copyright software. This means that software may only be copied in order to make back-up copies, if permitted by the copyright owner. The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a division, department or in the district exceeds the number of original copies purchased by that division, department or the district.

Content is also protected by copyright laws. Therefore, the Board network and computing facilities are not to be used to copy or distribute copyrighted content except as permitted by law or by contract with the owner of the copyrighted material. Users are to become familiar with the *laws* related to copyright to educate themselves and to avoid possible infringement. See <http://www.accesscopyright.ca> for more information.

6.0 Violations

An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of Board Policies or Procedures. Such suspected violations will be confidentially reported to the appropriate Manager in the case of staff and to the School Principal in the case of students. The Manager or School Principal will consult with the appropriate Superintendent to determine appropriate action. The violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, dismissal from the Board and legal action. Violations of some of the above policies may constitute a criminal offense.

Minor infractions of this Policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by the person administering the accounts or network. This may be done through electronic mail or in-person discussion and education.

Repeated minor infractions or misconduct, which are of a more serious nature, may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to, unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software or content, repeated harassment or threatening behavior. In addition, offenders may be referred to their department supervisor or supervisory officer for further action.

Any offense which violates local, provincial or federal laws will be referred to appropriate supervisory officers and/or law enforcement authorities and may result in immediate loss of all Board computer privileges.

This procedure provides general conduct guidelines and examples of prohibited uses for illustrative purposes, but does not attempt to state all required or prohibited activities by users. Staff and students who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the system administrator or site administrator. Failure to comply with Board policies or other established procedures or rules governing information technology use may result in disciplinary action, up to and including discharge. Illegal uses of the Board's Information Technology will also result in referral to law enforcement authorities.

Conduct which violates this Policy includes, but is not limited to, the activities in the following list:

- Unauthorized use of a computer account.
- Using the Board network to gain unauthorized access to any computer systems.
- Connecting unauthorized equipment to the Board network.



- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Unauthorized attempts to run software not deemed to be appropriate for the purpose of student learning and the business of the Board. This includes, but is not limited to, creating and/or running applications from thumb drives such as video games, security hack tools, torrents, etc.
- Unauthorized attempts to circumvent internet content filters. This includes, but is not limited to, creating and/or running programs that are designed to use external proxies to bypass local filters.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network.
- Deliberately wasting/overloading computing resources, such as printing too many copies of a document.
- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; transmitting obscene, abusive, or sexually explicit language.
- Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional misuse or overuse of electronic distribution or the spreading of computer *viruses* through the inappropriate use of files, software or portable media.
- Violating terms of applicable software licensing agreements or copyright laws.
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
- Using Board resources for commercial activity such as creating products or services for personal or financial gain.
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists or individuals, i.e. *spamming, flooding, or bombing*.
- Forging the identity of a user or machine in an electronic communication.
- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or Board regulations.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing or deleting another user's files or software without the explicit agreement of the owner of the files or software.



- Participating in gambling activities, including games of chance and wagering.
- Misrepresenting oneself or the Board.
- Lobbying elected officials.
- Use of the internet for personal use *during regularly scheduled working hours*.
- Taking part in other activities that could cause congestion and disruption of networks and systems.
- Intentionally deleting email with informational value to the detriment of legal and statutory Board operations.
- Willfully collecting, maintaining or disclosing personal information in contravention of the Municipal Freedom of Information and Protection of Privacy Act.
- Contravening Board policies and procedures.

Additional Guidelines

Staff in the Information Technology Department, Information and Communication Technology Consultants as well as other Board *expert* staff will establish more detailed procedures and guidelines, as needed, for specific computer systems, networks and applications. These procedures and guidelines will cover such issues as allowable connect time and disk space, handling of irretrievable mail, responsibility for building accounts and other items related to administering the system.

Definitions

User

All employees, students, trustees, members of Board committees, school council chairs and all other persons given authorized access to the Brant Haldimand Norfolk Catholic District School Board's computing and information technology facilities and resources are considered users. Users may access these tools from locations other than their work locations. Using Board-provided technology from the office, home or other location is considered to be using a corporate asset. Therefore, the Board, its employees and students are responsible for any misuse of its technology. If an employee sends personal views, they must provide appropriate disclaimers so that the remarks are not taken as representative of the Board.

Appropriate Use

Relevant federal and provincial laws and regulations govern the use of the computer and information technology systems of the Board. In addition, use must be consistent with Board policies and procedures at all times. Users are expected to use the Board's information technology systems and resources, as well as internet and email services in a lawful, responsible and ethical manner consistent with the educational, informational and recreational purposes for which they are provided. Users will be subject to disciplinary action for misuse. Misuse of these systems may also, in some instances, subject the Board to lawsuits.

Electronic Communication

E-mail, electronic conferencing, personal and group electronic chat sessions, video conferencing, text messaging and any other means of electronic communication.

System Administrator

Personnel responsible for maintenance of server software, global conferences and other related duties.

Computer Operations Personnel

Personnel employed to provide software and hardware support for computer systems such as the Manager of Information Technology, Network and Systems Administrator, Computer Technicians and staff within the Data Services Department.



References

Copyright Act, R.S.C., 1985, c. C-42

Education Act, R.S.O. 1990, c. E.2

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, CHAPTER M.56

Human Rights Code, R.S.O. 1990, c. H.19

Criminal Code (R.S.C., 1985, c. C-46)

Highway Traffic Act, R.S.O. 1990, c. H.8

Bill 168, Occupational Health and Safety Amendment Act

Workplace Harassment Policy, Reference No. 300.01, Brant Haldimand Norfolk CDSB

Workplace Violence Prevention Policy, Reference No. 300.20, Brant Haldimand Norfolk CDSB

Electronic Communication Policy, Reference No. 600.01, Brant Haldimand Norfolk CDSB

Electronic Websites Policy, Reference No. 600.03, Brant Haldimand Norfolk CDSB

Laptop/Netbook/Portable Device Usage for Staff Procedure, Reference No. 600.31, Brant Haldimand Norfolk CDSB

Laptop/Netbook/Portable Device Support for Staff Procedure, Reference No. 600.32, Brant Haldimand Norfolk CDSB

Laptop/Netbook/Portable Device Security for Staff Procedure, Reference No. 600.33, Brant Haldimand Norfolk CDSB

Information and Communications Technology Use and Electronic Communications and Social Media Use Acknowledgement Form

I acknowledge receipt and understand the Brant Haldimand Norfolk Catholic District School Board *Information and Communications Technology Use* and *Electronic Communications and Social Media Use* Policies and Procedures.

I understand it is my responsibility to review the policies and procedures in detail and request any clarification needed from my supervisor, Human Resource Department or the Manager of Information Technology.

I agree to comply with the Brant Haldimand Norfolk Catholic District School Board Policies and Procedures as listed below.

- Electronic Communication Policy, Reference No. 600.01, Brant Haldimand Norfolk CDSB
- Information and Communications Technology Use, Reference No. 600.02, Brant Haldimand Norfolk CDSB
- Electronic Websites Policy, Reference No. 600.03, Brant Haldimand Norfolk CDSB
- Laptop/Netbook/Portable Device Usage for Staff Procedure, Reference No. 600.31, Brant Haldimand Norfolk CDSB
- Laptop/Netbook/Portable Device Support for Staff Procedure, Reference No. 600.32, Brant Haldimand Norfolk CDSB
- Laptop/Netbook/Portable Device Security for Staff Procedure, Reference No. 600.33, Brant Haldimand Norfolk CDSB

I understand that violation of any policies, procedures and standards may be grounds for disciplinary proceedings. I understand the policies, procedures and standards established herein are to be applied in both a progressive and cumulative manner. I also understand this signed acknowledgment will become a permanent part of my personnel file. I acknowledge that I can download and save or print a copy of the Brant Haldimand Norfolk Catholic District School Board Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board Portal and Website.

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, dismissal from the Board and legal action. Violations of some of the above policies may constitute a criminal offense.

Print Name	Employee ID
Position Title School/Department	
Employee's Signature	Date



**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

**Student Information and Communications
Technology Use Agreement
Primary Students
Junior Kindergarten to Grade 3**

Student users of the Brant Haldimand Norfolk Catholic District School Board's technology resources must complete this form with applicable signatures. Students without this signed form on file will be denied access to BHNCD SB technology resources. Students that violate this Agreement will be reported to the Principal of their school and their access to the Board's network may be blocked or removed entirely, depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

As a primary student of the Brant Haldimand Norfolk Catholic District School Board, I promise to:

- Take proper care of the computer at all times.
- Keep food and drinks away from the computer.
- Keep any object away from the computer that may cause damage to the computer.
- Use the computer to help me learn as approved by my teacher(s).
- Ask my teacher(s) before I use the computer at school.
- Ask my teacher before I post anything to the internet from a school computer.
- Keep my password secret from other students.
- Use email properly.
- Use only my user name and password on the computer and not another student's name and password.

As a primary student of the Brant Haldimand Norfolk Catholic District School Board, I promise that I will not:

- Use bad language on the computer.
- Use the computer to make fun of another person.
- Use the computers to hurt someone's feelings.
- Use the computer to break the law.
- Use email to bully another student(s).

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, and legal action. My parent(s)/guardian(s) have reviewed this Agreement with me and have helped me to understand my responsibilities.

Signed,

Student: _____

Parent/Guardian: _____

Parent/Guardian: _____

Date: _____



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DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

**Student Information and Communications
Technology Use Agreement
Junior Students
Grade 4 – Grade 6**

Student users of the Brant Haldimand Norfolk Catholic District School Board's technology resources must complete this form with applicable signatures. Students without this signed form on file will be denied access to BHNCDSD technology resources. Students that violate this Agreement will be reported to the Principal of their school and their access to the Board's network may be blocked or removed entirely, depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

As a junior student of the Brant Haldimand Norfolk Catholic District School Board, I promise to:

- Properly care for hardware and software at all times.
- Keep food and drinks away from the computer.
- Keep any object away from the computer that may cause damage to the computer.
- Respect the privacy of other students and users on the local area network.
- To use the computer for instructional purposes only as approved by my teacher or adult helper.
- Be mindful to the issues of plagiarism and copyright and I will ask my teacher for direction when I am unsure.

As a junior student of the Brant Haldimand Norfolk Catholic District School Board, I promise that I will not:

- Attempt to log- in using another student's user I.D.
- Knowingly enter into the operating system of the computer or fileserver to alter system setting or configurations.
- Subscribe to chat rooms or newsgroups when on the internet or use it for inappropriate activity.
- Transmit, by electronic means including email, any information or correspondence, which will compromise the reputation of the school or other persons.
- Release my password to anyone other than my teacher, adult helpers or the technical site supervisor.
- Use bad language on the computer.

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, and legal action. My parent(s)/guardian(s) have reviewed this Agreement with me and have helped me to understand my responsibilities.

Signed,

Student: _____

Parent/Guardian: _____

Parent/Guardian: _____

Date: _____



**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

**Student Information and Communications
Technology Use Agreement
Intermediate/Senior Students
Grade 7 - 12**

Student users of the Brant Haldimand Norfolk Catholic District School Board's technology resources must complete this form with applicable signatures. Students without this signed form on file will be denied access to BHCNDSB technology resources. Students that violate this Agreement will be reported to the Principal of their school and their access to the Board's network may be blocked or removed entirely; depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

As an intermediate/senior student of the Brant Haldimand Norfolk Catholic District School Board , I understand that:

- School computers are to be used for educational purposes only.
- The internet is provided so I can conduct research, complete course work and communicate with others.
- My Board email account is not private.
- My files stored on school computers and the board network is not private.
- All communications and information accessible via a school computer or the board network is not private.
- Anything created on a Board-owned computer during school hours is the property of the Board.
- Illegal activities are strictly forbidden.

As an intermediate/senior student of the Brant Haldimand Norfolk Catholic District School Board , I understand that I must:

- Ask permission before using a school computer or device and or accessing the internet at school.
- A teacher must review all information that I will be posting to the internet and I must ask permission before doing so.
- Ensure my personal information remains confidential, i.e., password, home address, telephone numbers or those of other students.
- Use school computers for school purposes only.
- Be courteous and respectful in messages to others.
- Use appropriate language on school computers.
- Abide by generally-accepted rules of *netiquette* and conduct myself in a moral and ethical and polite manner while using any school computer.
- Abide by all patent, trademark, trade name and copyright laws.
- Notify a staff member immediately if I can identify a security problem.

As a senior student of the Brant Haldimand Norfolk Catholic District School, I also understand that I must not:

- Use social media in a way that may be harmful to another person.
- Transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, offensive or illegal material.
- Use the computer in a way that can harm people or the system (physically, spiritually or emotionally).
- Store files on school computers that are illegal (i.e., downloaded music or movies).
- Use email to bully, harass or embarrass others.
- Forward spam or jokes from Board accounts or to Board addresses.
- Access a computer using another person's username and password.
- Use school or Board logos without my teacher's permission.
- Use the Board's network in such a way that would disrupt the use of the network by other users.
- Attempt to navigate around the Board internet filter.
- Post personal messages on bulletin boards or list servers.
- Use school computer resources for commercial purposes or product advertising.
- Tamper with, illegally access or hack any Board computer resources.

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension and legal action.

Student's Name: _____ Incoming Grade: _____

Student's Signature: _____ Date: _____

As the parent or legal guardian of the student signing above, I have read the above Agreement and grant permission for my child to access the Information and Communication Technology resources of the Brant Haldimand Norfolk Catholic District School Board. I understand that the Brant Haldimand Norfolk Catholic District School Board's Information and Communication Technology resources are designated for educational purposes only. I also understand that it is impossible for Board staff to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the internet. I understand that individuals and families may be held liable for violations.

Parent's Signature: _____ Date: _____

If student is under 18 years of age

I have read the above Agreement and understand that I will have access to the Information and Communication Technology resources of the Brant Haldimand Norfolk Catholic District School Board. I understand that the Brant Haldimand Norfolk Catholic District School Board's Information and Communication Technology resources are designated for educational purposes only. I also understand that it is impossible for Board staff to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the internet. I understand that I may be held liable for violations.

Signature: _____ Date: _____

Student is over 18 years of age