

NSD Computer Network Acceptable Use Policy

The NSD Computer Network has been established for the enrichment of learning in our school. This network provides students and staff with the opportunity to prepare for the technological world and access online resources which they can integrate into the classroom curriculum.

We believe that providing this electronic access through the Internet offers our students and staff a vast, diverse and unique set of resources that cross every aspect of the curriculum.

This system will promote educational excellence by facilitating the sharing of resources as well as providing innovation and communication in the teaching/ learning process.

All students and staff are required to follow the acceptable use policy as outlined in this document. The school has the right but not the obligation to monitor and supervise all computer use, communication or system accounts.

Regulations and Administrative Procedures

Regulation 1:

At the beginning of the technology use period for each new school year, NSD will clearly communicate with the students and parents the purposes, benefits and risks associated with the use of Internet resources.

Procedures:

1A: The Principal shall designate staff to manage the Local Area Network and Internet account granting (Network Administrator).

1B: Before a student is issued an Internet access account, the teacher will ensure they have read and understood the responsibilities and requirements as specified in this policy.

1C: The Principal and the Network Administrator shall ensure all staff are provided with information relating to the benefits and risks associated with using the Internet for educational purposes.

1D: The Principal shall facilitate staff professional development related to Network and Internet access and curriculum use.

1E: The Principal or Network Administrator, shall ensure all applications for Internet access are signed by the student's parents or guardians.

1F: Student names and pictures will not be published on school web pages without written permission from parents or guardians.

Regulation 2:

The Newfoundland School for the Deaf and its agents, have the right, but not the obligation, to monitor all computer use to ensure compliance with the regulations and expectations set forth in this policy.

Procedures:

2A: All computers and Internet accounts may be examined without notice to the account holder to ensure compliance with this policy.

2B: All electronic mail (e-mail), both outgoing and incoming, may be examined at anytime by the School /Network Administrator to ensure compliance with this policy.

2C: Only NSD Network Accounts may be used for electronic mail within the educational setting.

2D: No student shall have access to the Internet unless supervised by a teacher or other designated adult. Electronic monitoring devices may be used in cases where direct teacher supervision is not possible.

Regulation 3:

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege.

Procedures:

3A: The School Administration and Network Administrator will determine what is appropriate use and their decision is final.

3B: The Network Administrator may close an account at any time as required.

3C: The administration, faculty, and staff may request the Network Administrator to deny, revoke, or suspend specific user accounts for reasons deemed necessary.

Regulation 4:

The use of all Internet access accounts must be in support of education and research and be consistent with the educational objectives of the Newfoundland School for the Deaf. Any unacceptable use will result in termination of the user's account and access to the Network / Internet .

Procedures:

4A: Unacceptable use includes, but is not limited to, access of sites which contain information that is pornographic, racist, vulgar, or which is prohibited by School / Network Administrator.

4B: Any student who accidentally accesses a prohibited site shall immediately exit the site and notify their teacher or the Network Administrator.

Regulation 5:

Transmission of any material that is in violation of any Canadian, Provincial, or School regulation is prohibited and will be reported to the appropriate authorities

Procedures:

5A: Transmission of inappropriate material is grounds for termination of all computer and

Internet accounts.

5B: Inappropriate transmissions include, but are not limited to, transmission of copyrighted material, threatening or obscene material, material protected by trade secret, materials associated with commercial activities or advertisement , materials / messages related to or in support of illegal activities, and materials used for political lobbying.

5C: Language in email is to be of the same standard as other forms of communication within the school setting. No profane harassing, vulgar or otherwise inappropriate language will be tolerated.

5D: Use of anonymous email sites or any other method of disguising the source of electronic communication is forbidden. The student use of Hotmail accounts is restricted.

5E: Students shall not post or transmit information that would reveal personal information about themselves or their families on the Internet. This would include addresses, telephone numbers, or personal pictures.

Regulation 6:

All account holders shall make security of the network a priority

6A: Users are responsible for their own accounts. System security relies on maintaining the secrecy of the user's password. If passwords are known by other people, the Network Administrator should be notified and the

password changed.

6B: Use of an account by anyone other than the registered owner is prohibited. If this occurs, both parties will have their computer privileges suspended.

6C: Users shall ensure that their accounts are used for lawful purposes only and that no material is transmitted which infringes on the rights of privacy.

6D: Users must LOGOUT before leaving the computer.

Regulation 7:

No user shall interfere with the functioning of the school's Local Area Network and/or related systems.

The penalty for failing to follow these regulations will range from cancellation of any or all computer system privileges, and/or other disciplinary action including expulsion and/or criminal prosecution.