



## Use of Communication and Technology - Procedure

The following procedures cover the responsibilities of all students, staff and administrators when using SEC Information and Communication Technology (ICT) in an educational environment.

### 1. ICT Student Responsible Use Agreement

To gain access to ICT resources, all students must sign and return the ICT Student Responsible Use Agreement. (See Exhibit F.1.D–EX1) Students under the age of eighteen (18) must sign the agreement and obtain parental permission.

### 2. Responsibilities

#### a. Director/Principal

is responsible for ensuring that this policy is followed at all times. The Director/Principal shall:

- i. review this policy, regulation and the ICT Student Responsible Use Agreement with all staff,
- ii. ensure compliance with the requirements of the ICT Student Responsible Use Agreement, including receiving parental/guardian permission where required and filing the forms in an appropriate location in the school,
- iii. advise the appropriate authority and parent/guardian if a student is in contravention or breach of the ICT Student Responsible Use Agreement, as follows.

For a serious breach, the Director/ Principal shall inform the Board Chair, parent/guardian.

For criminal activity, the Director/Principal shall advise those named above and the police.

#### b. Teachers

Teachers are responsible for monitoring student behaviour when using the school's facilities and equipment. For students in Grades 10-12, appropriate use of ICT is only work that has been assigned or approved by a teacher and is supervised by a teacher.

Teachers shall:

- i. review this policy, regulation, and ICT Student Responsible Use Agreement with students,
- ii. ensure that all student ICT work is supervised,

iii. advise students that responsible use of ICT and the internet includes, but is not limited to the following:

- conducting research for school-based projects,
- creating classroom projects such as essays and presentations,
- researching career options,
- researching computer systems,
- exploring personal interests (provided they do not fall into one of the inappropriate categories noted below),
- exchanging email,
- creating web content appropriate for a school-based web page or project,
- displaying a high level of ICT ethics and etiquette.

iv. advise students that sending, receiving, viewing, or posting material such as the following is strictly prohibited:

- obscene, lewd, vulgar, rude or offensive remarks,
- materials that promote violence, sexism, racism, or hatred,
- threats or harassment,
- false or slanderous remarks about/toward another person or organization,
- downloading, copying, or distributing copyrighted materials,
- plagiarism - Using online resource material verbatim without giving proper credit to the source of the information,
- making purchases/sales using the school computers,
- using unauthorized chat or social networking sites/services,
- using any account information other than the student's own,
- printing information that is of a strictly personal nature,
- engaging in any activity intended to disrupt the computer systems,
- vandalism or theft of equipment including reconfiguring/installing software,
- use the school's systems for social networking or accessing resources that provide anonymity without prior written permission, and

v. report misuse of the school's ICT to the Director/Principal.

### **c. Support Staff**

Support staff shall report all misuse or suspected misuse of the school's ICT to the Director/Principal.

### **d. Students**

To have access to the school's ICT, students shall:

- i. annually review this policy, regulation and ICT Student Responsible Use Agreement with their teacher or another staff member,
- ii. annually sign the ICT Student Responsible Use Agreement,
- iii. receive written permission from their parent/guardian, if appropriate,
- iv. abide by the policy, regulation and ICT Student Responsible Use Agreement,
- v. never use any of Southeast College ICT resources without proper supervision,
- vi. keep assigned passwords private,
- vii. promptly tell their teacher, parents or other staff member about any message/contact received that is inappropriate or causes the student to feel uncomfortable,

- viii. report any abuse of internet use to a teacher or another staff member,
- ix. be aware of the limited privacy in the content of personal electronic files on the school system,
- x. understand that individual searches will be conducted if there is reasonable suspicion that a student has violated this policy, school disciplinary policy or the law,
- xi. understand that teachers and parent/guardians have the right at any time to request to see the content of your email or other files,
- xii. understand that if the ICT Student Responsible Use Agreement, or school policy is contravened, privileges may be suspended or revoked, and that further disciplinary action, including suspension or expulsion from school may be imposed.

**e. Parents**

Parents have the responsibility to be aware of this policy and procedure

Parents shall:

- i. review this policy, regulation, and ICT Student Responsible Use Form with their child,
- ii. understand that any students breaking the ICT Student Responsible Use Agreement or policies use may lose their ICT privileges or be suspended.

Adoption Date: August 21/12	Revision Date:
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