

<b>KETTLE AND STONY POINT FIRST NATION EDUCATION POLICIES</b>	NO. 200 - 08
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<b>SUBJECT: ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS</b>	EFFECTIVE DATE: Immediately
	APPROVAL DATE: Motion: 6 Year/Month: 2010/10

## **POLICY**

The Kettle and Stony Point First Nation Education Committee recognizes that the proper use of technology can enhance the teaching/learning process in the classroom; and can also improve the effectiveness and efficiency of both pedagogical and administrative operations.

It is the Policy of the Kettle and Stony Point First Nation Education Committee that all technology be utilized in a legal, efficient, relevant and morally responsible manner.

## **REGULATIONS**

The Kettle and Stony Point First Nation Education Committee provides students with access to technology to support their educational and learning experience. Since students have access to technology, the Kettle and Stony Point First Nation Education Committee has a role to play in maintaining a secure environment. The purpose of these Regulations is to set out the expectations with respect to the use of technology and the responsibilities of each individual in maintaining a secure environment.

### **Scope**

These Regulations apply to all students of the Kettle and Stony Point First Nation Education Committee.

### **System Integrity**

1. The computer system including computer files, documents and electronic communications are the property of the Kettle and Stony Point First Nation Education Committee.
2. There is no expectation of privacy in using the Kettle and Stony Point First Nation Education Committee technology. The Kettle and Stony Point First Nation Education Committee may monitor and may at any time access any and all files, documents, electronic communications and use of Internet to ensure integrity of the system and compliance with these Regulations.

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3. Student will only use the network account assigned to them.
4. The student will be responsible for any activity using his/her password. Students must not share passwords nor use the passwords of others. Passwords should be changed regularly. If a student loses his/her password or feels that an unauthorized person has accessed his/her account, he/she must report it to a teacher or school administrator immediately.
5. Students must not try to hack into the computer system or gain access to any unauthorized databank.
6. Students must not access, delete, alter or willfully cause damage to computer files or directories of others.
7. Student must respect the integrity of the computer system by not altering hardware, software or wiring configurations.
8. Computer viruses and related problems can cause extensive damage to computer systems. Viruses can be spread in a variety of ways including downloading files from the Internet, email attachments, infected diskettes, and USB keys. Students may not open email attachments from unknown senders.
9. All diskettes, USB keys and any other media brought from home may not be used on property of the Kettle and Stony Point First Nation.
10. Students must not connect any electronic device in any way (wired or wireless) for any reason to the Kettle and Stony Point First Nation Education network without the written permission of the Hillside Principal or designated personnel.
11. Students must not download or install any unauthorized materials such as programs, games or files from any source, or cause a denial of service for others.
12. When using the Kettle and Stony Point First Nation Education supported networks, students must not reveal any personally identifying information (such as first and last name, picture, address, telephone number, physical description, etc) about themselves or others.
13. Web pages should not contain any personal information about students (for example: address, telephone number).
14. Students must NEVER agree to meet with keypads unless supervised by a teacher or parent/guardian.
15. Students must report to a teacher or school administrator any messages they receive that request personal information, are inappropriate, or make them feel uncomfortable. When in doubt, ask.

**Appropriate Use**

16. Kettle and Stony Point First Nation Education supported network accounts are granted to students to further their academic goals. The Kettle and Stony Point First Nation Education system may not be used for personal reasons.
17. Students must respect the rights of other users by avoiding the waste of limited resources such as paper, print supplies, hard drive space, bandwidth and time.
18. Students must use language appropriate to the school setting.

**Unacceptable Use**

19. Students must not access director or proxy sites that contain inappropriate or offensive material including but not limited to pornographic or sexually explicit, profane, hate literature.
20. Students must immediately exit any site that is transmitting inappropriate or offensive material. Students must immediately report accidental access to such a site to a teacher or school administrator.
21. Students must not encourage the use of controlled substances, such as illegal drugs, alcohol or tobacco.
22. Students must not access or distribute material that advocates prejudice or hatred towards any identifiable group or individual (for example, gender, ethnic, religious, minority etc.).
23. Students must not create, access, download, transmit, store, distribute or print any files, messages or graphics that are profane, harassing, discriminatory, offensive or degrading (this includes posting material on social networking sites).
24. Students must not access, download, store, distribute or print any files, messages or graphics that are illegal or advocate illegal acts, facilitate unlawful activity or are not consistent with the philosophy of the Kettle and Stony Point First Nation.
25. Students must not propagate chain letters or other junk mail.
26. Students must not attempt to hide, disguise or misrepresent their identity as the sender.
27. Students must not cause damage to computers and/or equipment including, but not limited to, computer hardware, keyboard, monitor, mouse, cables, etc.
28. Students must not use Kettle and Stony Point Education technology for purposes unrelated to educational and curricular activity.
29. Students must not use inappropriate language in files/filenames or in email communication.

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30. All software license agreements must be honoured. It is against the law to copy commercial software that has not been placed in the public domain or distributed as “freeware”.
31. Under copyright laws all material remains the property of the author/creator and therefore permission is required for its use.
32. Do not take and present the work of others (for example, writings, and images) and present them as yours. If using the work of others proper credit must be given where and when available and permission obtained if copyright materials are used.

**Consequences**

33. Any violation of these Regulations may result in sanctions being imposed, including the loss of computer privileges, disciplinary action and legal action or police involvement.