Administrative Procedure #210b
Network, Internet, and Wi-Fi Procedure for Students K – 12

The Board of Education will set appropriate standards for users to access the MPSD Network, Internet, and Wi-Fi Access in order to perform work and studies. This use must not jeopardize operation of the School District Network or the reputation and/or integrity of the School District.

General Guidelines

Internet Usage

- Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.
- Internet usage must be able to withstand public scrutiny and/or disclosure. Sites should be accessed in accordance with the criteria established in the Selection of Supplementary Learning Resource Materials Administrative Procedure #212.
- Sensitive information must not be transmitted via or exposed to Internet access.
- Internet usage must be consistent with professional conduct and not for personal financial gain.
- Users must not attempt to obscure the origin or any message or download material under an assumed Internet address.
- Administrators must ensure that all student users sign a Network, Internet and Wi-Fi Access User Agreement Form for Students K -12 before access is allowed. Parents/guardians will be advised by the School District that they can withdraw their consent at any time.
- The Systems Administrator monitors the use of the School District network and will monitor selected network traffic at the request of School District administration or the Ministry of Education.

Responsibilities

Users

- Users are responsible for ensuring that their use of the MPSD Network, Internet and Wi-Fi is appropriate and consistent with this policy.
- Users with an Access Agreement completed are personally responsible for the security of their user account, if one is granted, as follows:
    - Passwords must not be disclosed to any other individual.
    - Responsible for all activity that occurs within their account.
    - Notifying the immediate supervisor, teacher or systems administrator immediately if a security problem is suspected.
- Users are responsible for informing a teacher, an administrator or the system administrator if they mistakenly access inappropriate information or receive any message that they feel to be inappropriate.
- Users are responsible for following virus protection procedures to avoid the spread of computer viruses.
- Users are responsible for checking their email on a regular basis and for deleting unwanted messages.

Administrators

- Administrators are responsible for ensuring that all students review this policy, the Computer Network Administrative Procedure # 601 and Internet Access for Students and Staff: Safe Practices Administrative

Procedure #107. These policies are to be reviewed annually with users and parents of students to ensure they are aware of their obligations and responsibilities.

- Administrators and supervisors are responsible for taking appropriate action when this policy is contravened.

Systems Administrator

- The District Systems Administrator is responsible for monitoring network usage in term of traffic/load.
- On an annual basis, the systems administrator will delete all non-renewed network access agreements (i.e. graduated students, students who do not have parental and/or school permission, students who have withdrawn, transferred, etc.).
- Students that leave the School District, will have their accounts disabled. Student's accounts will be purged and deleted at the end of each school year.
- Limited privacy is afforded to student personal files on the School District network through routine maintenance and monitoring of the system.
    - Pursuant to the School Act, parent(s)/guardian(s) have the right to view the contents of their student's files.
    - A search will be conducted if there is a reasonable suspicion that a student has breached the rules and regulations governing use of the MPSD.CA network, the District Code of Conduct Policy #19, or the law.
- The School District will cooperate fully with law enforcement officials conducting an investigation into illegal activities related to student use of the MPSD.CA network.

Safe Practices

- The MPSD.CA network must not be used for any of the following. Engaging in any of these activities may be considered an illegal act and subject to an investigation by school and/or law enforcement officials.
    - transmitting any materials in violation of Canadian laws;
    - violating, or attempting to violate, the security of the district's computers, data or network equipment or services;
    - offering, providing or purchasing products or services;
    - political lobbying;
    - posting or linking personal and/or private information about themselves or other people. (See the Information and Privacy Act for a definition of *personal information*);
    - knowingly or recklessly posting false or defamatory information about a person or organization;
    - engaging in personal attacks, including prejudicial or discriminatory attacks;
    - using obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language at any time;
    - harassing another person;
    - posting chain letters or sending unnecessary messages (spamming) to a large number of people;
    - posting information that could cause damage or danger;
    - plagiarizing works found on the Internet;
    - accessing material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination (hate literature);
    - pursuing unauthorized access or attempt to access another person's accounts, files or computer;
    - attempting to spread or create computer viruses, destroy data or disrupt the computer system in any way;
    - engaging in any act that contravenes the District Code of Conduct Policy #19.

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Date Adopted: **October 2001**

Date Amended: **April 2018**

Definition:

- *"User" means students authorized to access the network, internet and Wi-Fi via a School District service provider and.*
- *"Internet" means the global interconnection of data networks that commonly use (but are not limited to) the Internet Protocol.*
- *"Sensitive Information" means personal, confidential or protected information whose release is unauthorized – i.e. information which is reasonably likely to be accepted or excluded from access under the Freedom of Information and Protection of Privacy Act.*
- *"Offensive material" includes, but is not limited to, pornography, hate literature or any material which contravenes the BC Human Rights Act.*

Cross Reference: *District Code of Conduct Policy #19*
Internet Access for Students & Staff: Safe Practices Administrative Procedure #107
Selection of Supplementary Learning Resource Materials Administrative Procedure #212