



Maxwell Heights Secondary School

Acceptable and Safe Use for Computing and Information Technology Facilities and Resources

The Maxwell Heights Network/Internet use procedures have been developed in accordance with the Durham District School Board Secondary School Acceptable and Safe Use Procedure. It is understood that students of Maxwell Heights automatically agree to adhere to the rules and procedures outlined briefly in the student handbook as well as in detail below. Failure to do so may result in access to computing and information technology facilities and resources being terminated and if necessary the Police may be contacted.

Use:

The Durham District School Board (DDSB) is pleased to provide you with access to a variety of computing and information technology. Computing technology in Durham is provided for educational purposes, not for public access. They will help you to achieve your learning outcomes, research requirements, and assist with career preparation.

Computer oriented learning activities at Maxwell Heights S. S. use hardware (including printers), software application programs, e-mail and the Internet in a network environment. As a result, students at Maxwell Heights have a unique and exciting opportunity to use computer technology in their courses.

Use of the computer technology facilities and resources of the DDSB shall be governed by all relevant federal (e.g. Copyright), provincial (e.g. Education Act), DDSB (Policies and Procedures), and local school (e.g. School Code of Behaviour) laws and regulations. Use of DDSB computing technology facilities and resources for illegal, political or private commercial and purposes is strictly prohibited. The onus is on the user to know and to comply with these laws and regulations.

Acceptable Use:

1. Students will use the computing technology as prescribed or approved by their teacher.
2. Students will never use computing technology for Cyber-bullying, visiting unacceptable sites, and/or illegal activity.
3. Students will accurately cite information from the Internet. Students will not plagiarize.
4. Students will abide by copyright laws. Students will not download and disseminate copyrighted materials without the copyright holder's permission.
5. Students will abide by school procedures.
6. Students will not share passwords or data or misrepresent their identity.
7. Students will report all instances of hardware damage or changes to the desktop or operating system immediately.

Safe Use:

1. Students will not post personal information about themselves or others. This includes last name, age, sex, home address, telephone numbers, pictures, videos, routes taken to school, parents= hours of work, etc.
2. Students will inform the teacher immediately when accidental access to inappropriate materials or with unacceptable users has been made. Students will seek help from principals, teachers and parents when victimized by Cyber-bullying. Students will report Cyber-bullying concerns to principals, teachers and parents.

Appropriate Use:

1. Students will be polite.
2. Students will not use language that is unacceptable in the classroom, including language that is racist, sexist, harassing, violent, or otherwise unacceptable.
3. Students will not send messages containing information that would cause discomfort to themselves or others if it were written on a classroom blackboard or other public place.
4. Students will not use the computing technology in ways that will disrupt other users. Any tactics which harm or compromise the functionality of the system are forbidden.
5. Students will assume that all communications distributed on the system are private and confidential and will not disseminate them without permission from the original author. Students will not collect or distribute personally identifiable information about others on the Internet.

Reliability/Accuracy:

While the Durham District School Board (including your school) strives to maintain the efficient operation of the computing technology, it does not guarantee their reliability. Additionally, the Durham District School Board (including your school) does not guarantee the accuracy of information found on the Internet.

Waiver of Responsibility:

The DDSB (including superintendents, supervisors, principals, vice-principals and teachers) is not responsible for the:

- § appropriateness of Internet content;
- § accuracy or reliability of information located on the Internet;
- § costs or losses incurred by users.
- § loss, damage, or inaccessibility of information due to technical or other difficulties.

Recourse for Abuse/Misuse:

Students who do not follow this procedure AND those rules provided by their teachers and their school Student Code of Behaviour will have their computing technology privileges suspended pending review.

Students are reminded that the Board Student Code of Conduct states that a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, engaged in a school-related activity, or engaged in conduct that has a relationship to the school, school community. Recourse and disciplinary measures are outlined in the school Student Code of Behaviour, Safe School Act, and Provincial Code of Conduct. Legal recourse may also be applied for criminal activities.

Unacceptable uses of the network:

The following uses of Maxwell Heights= network are unacceptable:

- using the network for any illegal activity including the violation of copyright;
- giving out anyone=s personal information;
- using the network for financial and commercial gain;
- degrading or disrupting equipment or network performance;
- using an account owned by another user;
- downloading or installing programs onto any computer=s hard drive;
- allowing another person to use your network account;
- viewing or vandalizing the files of other users;
- printing without permission;
- damaging equipment or software.

Unacceptable Internet Use:

Students and their parents/guardians are warned that the DDSB does not control information on the Internet, nor does it provide barriers to users accessing the full range of information available. Web sites accessible by the Internet may contain material that is illegal, defamatory, inaccurate or offensive to some people. Though there is teacher supervision of Internet use, teachers may not catch all inappropriate activity. Students are expected to act responsibly.

The staff at Maxwell Heights believe that the benefits to students from use of the Internet for information resources, research and communication skills far exceed any disadvantages

Unacceptable Activities include the following:

- using the Internet to view, acquire or distribute offensive material;
- illegal activities or accessing of information for unlawful activities;
- mail except as authorized by a teacher;
- non-educational game playing;
- downloading software;
- downloading viruses or other damaging software;
- uploading viruses or other damaging software;
- malicious mail;
- downloading Internet files without teacher supervision and approval;
- accessing information which violates Board or school policies

Consequences:

Students who abuse their network privileges will be interviewed by the Principal or Vice Principal and, if necessary, will attend a meeting of all interested parties, including parents/guardians. One or more of the following consequences may result:

- confiscation of files and software
- detentions
- loss of Internet privileges
- payment of costs to repair or replace damaged equipment or software
- loss of computer privileges
- suspension or expulsion from school
- legal charges

