

# Westmount Charter School Annual Student Acceptable Use Policy For School Network Access, Internet and Email

Student Name: \_\_\_\_\_ School Year \_\_\_\_\_

**A new copy of this form must be completed each school year.**

Students in Westmount Charter School are provided access to the Internet using the school's Wide Area Network. Within the school, library and classroom, the Internet and e-mail may be used by our students for educational purposes. There is no intent that students use internet access from school computers for personal use.

Wireless access is available to any students wishing to bring a personal computer to school. Students using their laptops understand that they are responsible for the security of their machine and any data stored on it. Personal machines will have access to the Internet, but not to the information stored on a personal school profile. Students who wish to use their own computers at school must adhere to the expectations regarding etiquette and bandwidth usage as outlined in this document. Using a network cable with a personal computer at Westmount Charter School is prohibited as it may lead to inherent network security risks.

## Conditions and Rules for Use

It is a general policy that all computers used through the School's network are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to policy and guidelines for use of the network as described below will result in the revocation of access privileges. Unacceptable uses of the network include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other laws.
- Using the network in ways that violate school policies and behavior standards
- Using the network for financial or commercial gain
- Degrading or disrupting equipment or system performance
- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Wasting technology resources, including bandwidth, file space, and printers by downloading music, video files or pictures, except for those identified as legitimate curriculum resources.
- Gaming
- Using an account owned by other users with or without their permission.
- Posting personal communications, including photos of another person, without that other person's consent.
- Giving one's account and password information to other users.
- Downloading and /or installing programs, scripts, executable files without prior written approval

### Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:

- Being polite in all of your communications to others.
- Using appropriate language.
- In all activities being compliant with municipal, provincial, federal or international law.
- Maintaining the confidentiality of your personal address and phone numbers and those of other students and colleagues.
- Not using the network in such a way that you disrupt the use of the network by others.
- Assuming that all communications and information accessible via the Internet are the private property of those who put it on the Internet.

### Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, the Internet or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference of another user's work. **"Harassment" is further defined as any unwelcome behavior, conduct or communication, directed at an individual that is offensive and /or annoying to that individual.**

### Unacceptable Material

Because access to the Internet provides connections to other computer systems located all over the world, students (and parents) must understand that neither Westmount Charter School nor any staff member controls the content of the information available on these other systems. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting such as hate literature, pornography, and information related to immoral or illegal activities. Westmount does not condone the use of such materials in the school environment. Westmount uses Internet filtering software in addition to teacher supervision to reduce the likelihood of students accessing inappropriate Internet sites. In the event a student inadvertently accesses an inappropriate site, he/she must advise the supervising teacher of the inadvertent access.

### Penalties for Improper Use

Violation of Westmount Charter School's Acceptable Use Policy may result in: restricted network access, loss of network access, disciplinary or legal action.

## Specific Terms and Conditions for Students

I understand that I must sign this document to obtain a computer account on the Westmount network. By completing this form I acknowledge that I have read the following conditions carefully and agree to the terms as set out by the administration team and IT network administrators.

- I understand that computer access at Westmount Charter School is a privilege and I will adhere to the conditions and rules for use that are outlined on the first page of this contract.
- I understand that the computer network and individual accounts are owned by Westmount Charter School.
- I understand that my Westmount school account may be accessed by the administrative or IT team at any time.
- I understand that I will only access the Internet and School Network with permission from and under supervision of a school staff member.
- I understand that I am responsible for my personal school computer account and will not share my password with others or allow anyone else to access my profile.
- I understand that the network is not to be used to reveal or share the personal information of myself or others (e.g. home address, home phone, report card marks, social security number, driver's license, etc.).
- I understand that watching videos online has the potential to bring in viruses and reduce bandwidth. Therefore, I will not use the school network for these activities unless I have approval from a staff member.
- I understand that games have the potential to bring in viruses and reduce bandwidth. Therefore I will not install, download or play games on any school computer (examples of gaming include, but are not limited to: Flash / Java games, ROM games, games embedded in files, or games played directly off a memory stick) unless I have permission from a staff member.
- I agree that I will not install any software on a school computer without first consulting a staff member.
- I understand that any application brought in on a memory stick or diskette has the potential to bring unwanted software into the network. Therefore I will not bring such programs into the school.
- I understand that I am responsible for any data that I bring into the school, including files on a CD, DVD, diskette, memory stick or email attachment. Should malicious data be detected on my media, I understand that I am responsible for the consequences.
- I understand that creating scripts or programs can hinder network use or allow access to restricted material. Therefore I will not engage in these activities.
- I understand that I am responsible for the content on my network drive and agree that I will not store data, information or images that violate the school code of conduct.
- I understand that the school is offering free computer use and network access to me as a student of Westmount Charter School. Therefore, I will treat the equipment with respect and report any damaged equipment to a staff member.
- I understand that it is my responsibility to report and inform the staff of Westmount Charter School should I see any individual violating the terms of this contract.
- I understand that any attempt to hack the network, obtain another individual's password or disabling any of the established security protocols is strictly prohibited and will result in disciplinary action.

**I understand that violation of these expectations will result in disciplinary action. I also understand that should I lose my account I will not have or be given access to the files, data, documents and assignments stored on it. I will be able to participate in any class that requires an active profile (i.e. Info. Pro. or Com. Tech.), but I will not have access to the computers or the information on my account. This has the potential to adversely affect my final grade.**

## Required Signatures

### Student

I understand that when I am using the Internet I must adhere to all the rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by International, Federal, Provincial or Municipal law and the policies and regulations of Westmount Charter School.

My signature below means that I agree to follow the guidelines of the Student Acceptable Use Policy for Internet access.

Student Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent or Guardian

Students under the age of 18 must also have the signature of a parent or guardian who has read this agreement.

As the parent or guardian of this student, I have read the Student Acceptable use Policy and understand that Internet access is designed for educational purpose. I understand that it is impossible for Westmount Charter School to restrict access to all unacceptable materials and I will not hold Westmount Charter School responsible for materials acquired and/or sites visited on the Internet. I have reviewed all the points under Conditions and Rules for Use, Network Etiquette and Vandalism and Harassment with my child. I hereby give permission for my child to access the Internet.

Parent/Guardian Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_