



**POLICY
SUBJECT:**

**JFCBA
APPROPRIATE USE OF
COMMUNICATION DEVICES
AND ON-LINE INFORMATION
RESOURCES**

APPROVAL DATE: September 23, 1997
REVISION DATE: November 18, 1997, **June 25, 2007**
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1. GENERAL

- 1.1 The Winnipeg School Division recognizes that information and communication technology devices have altered the way in which students and staff access information and educational resources as well as instructional practices and student learning.
- 1.2 The Board of Trustees supports the appropriate use of communication devices and access to on-line information resources by students and staff which includes the development of appropriate learning skills to analyze and evaluate such resources.
- 1.3 In accordance with Policy JG - Discipline, each school in The Winnipeg School Division shall incorporate guidelines for appropriate student behaviour regarding the use of communication devices and access to on-line information resources into the school's existing model for student behaviour management.
- 1.4 In accordance with Policy GCP - Discipline and Discharge, all staff must adhere to the guidelines for the acceptable use of communication devices and access to on-line information resources.
- 1.5 The Winnipeg School Division may impose disciplinary measures for conduct that occurs off school property where there is evidence of an online threat or intimidation which results in a disruption in the school community or is harmful to the physical or mental well-being of students or staff.

2. DEFINITIONS

2.1 Local Area Network (LAN)

A local area network consists of a number of computers linked by network cabling within a local area, such as a classroom or an area within a school. A school facility may have a number of local area networks.

2.2 Wide Area Network (WAN)

A wide area network connects a number of local area networks across a number of locations (i.e. a number of school LAN's across a school division).

2.3 The Internet

The Internet is a global network of interconnected computer networks that support a common set of communication protocols which allows for world wide communications between networked computers. It can be an educational resource similar to student access to software, CD-ROM's, books, magazines, newspapers and videos.

The Internet is used by all citizens including educators, businesses, government and private organizations.



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2.4 Filtering of Internet / E-mail Service Access

The introduction of the Internet and other telecommunication resources may give students access to electronic information resources which have not been screened in terms of appropriate age and/or content. The School Division has acquired filtering systems in order to assist instructional staff with the selection of appropriate on-line resources.

2.5 Multi-Functioning Communication Devices

A wide variety of personal digital assistants (PDAs) and multi-functioning communications devices including cameras, video recorders and cellular telephones are widely available for students and staff. These devices, particularly cellular telephones have incorporated other functions such as e-mail, text messaging and camera / video recording. In addition, these communication devices enable the user to transfer voice, text or data files including photos / videos to other users and / or personal computers.

2.6 Cyber Bullying

Cyber Bullying is the use of information and communication devices to support deliberate repeated and hostile behaviour by an individual or group intended to harm others.

3. RESPONSIBILITIES

3.1 Chief Superintendent

The Chief Superintendent, to the extent possible, shall ensure that appropriate precautions are taken to insure that inappropriate on-line information is not readily available to students and that reasonable measures are taken to protect students and staff from harassment, threats or intimidation perpetration through the use of communication devices.

3.2 Superintendents of Schools

The Superintendent of Schools shall ensure that each school principal has incorporated the acceptable use of the communication devices and on-line information resources guidelines into each school's student behaviour management policy and procedures.

3.3 Director of Research, Planning and Systems Management

That the Director of Research, Planning and Systems Management shall coordinate the implementation and ongoing management of The Winnipeg School Division's on-line information resource services including student and staff access accounts and associated filtering systems.

3.4 Principal

The Principal shall ensure that:

- (a) the guidelines for acceptable use of communication devices and on-line information resources are incorporated into the school's code of conduct and behaviour management policy and procedures.
- (b) parents/guardians are informed of the school's use of on-line resources including the Internet and that parent/guardian permission is obtained for a student to have access to the Internet (Exhibit 1).



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- (c) students who have access to on-line information resources including the Internet shall receive training in the responsible and appropriate use of the Internet.
 - (d) in-school student access to on-line information resources including the Internet is under direct teacher supervision and guidance.
 - (e) school procedures are established for reporting the misuse of student access privileges.
 - (f) A range of consequences for the inappropriate use of communication devices and on-line information resources are developed for students and staff including suspension of Internet access privileges and that all staff and students are aware of these consequences.

3.5 Teachers/Support Staff

All teachers and designated support staff shall ensure that:

- (a) all students who use school computer networks including the Internet are aware of the ethical use, proper techniques, etiquette and standards for their use.
- (b) all students who use school computer networks including the Internet are informed of the school acceptable use of communication devices and on-line information resources guidelines and the consequences for misuse.
- (c) students are guided in accessing appropriate on-line information resources including the Internet and make arrangements for the temporary dismantling of the filtering systems if required for specific projects.
- (d) students and staff who own or use one or more communication devices are aware of the school's acceptable use of communication devices, guidelines for access to on-line information resources, and the consequences for misuse.
- (e) the use of communication devices and access to on-line information resources (including the Internet and e-mail services) provided by The Winnipeg School Division must be work related.

4. **ACCEPTABLE USE GUIDELINES**

4.1 In the development of local school policies and procedures, the following guidelines on the acceptable use of the on-line information resources shall be incorporated.

- (a) All use of school local area networks including access to the Internet must be consistent with the educational mandate of The Winnipeg School Division.
- (b) Any use of the Internet for commercial purposes, advertising or political lobbying is prohibited.
- (c) Network accounts are to be used only by the authorized owner of the account. The sharing of passwords is prohibited.



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- (d) All network users shall not seek information on obtaining copies or modified files, data or passwords belonging to other users, or misrepresent other users on the network.
 - (e) All communications and information accessible by the Internet shall be assumed to be private property. All copyright issues regarding software information and authorship must be respected. The unauthorized copying or transferring of copyrighted materials may result in a loss of network privileges.
 - (f) Malicious use of the network to develop programs that harass other users, infiltrate a computer or computer system and/or damage the software components of the computer or computer system is prohibited.
 - (g) Hate mail, harassment, discriminatory remarks and other anti-social behaviours are prohibited on the network. All users of the school network shall use language appropriate for school situations.
 - (h) The access or downloading of inappropriate materials, text files or files dangerous to the integrity of the local area network is prohibited.
 - (i) Schools are encouraged to produce or publish web pages to share students' accomplishments, school goals, objectives and relevant school information. The development, expansion, revision to a school's web site must be authorized by the school principal.
 - (j) No student addresses, phone numbers or individual photographs linked to student names may be published under any circumstances.
 - (k) The use by students, staff and community members of the camera / video functions of all multi-functioning communication devices is strictly prohibited in all schools in The Winnipeg School Division except with the prior permission of the principal for a class/school/Division project.
 - (l) Use by students and staff of the telephone and text-messaging functions of multi-functioning communications devices is prohibited during instructional and examination times. These multi-functioning communications devices are not to be visible during these times.

4.2 Any violation of guidelines for acceptable use shall be considered grounds for disciplinary action which may include suspension, loss of computer privileges, and/or appropriate legal action.



EXHIBIT
SUBJECT:

JFCBA-E
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Application for the Use of the On-line Information Resources
in The Winnipeg School Division

School: _____ Grade: _____

User's Full Name: _____
(please print)

Home Address: _____

Home Phone: _____

I understand and will abide by the regulations for the use of multi-functioning communications devices (cellular telephones, personal digital assistants, video recorders and digital cameras) and the on-line information resources that are provided by The Winnipeg School Division networked computers and the Internet. I further understand any violation of the regulations is unethical and may constitute a criminal offence. Should I commit any violation my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

Student Signature: _____ Date: _____

Parent/Guardian:

As the parent/guardian of the student, I have read the regulations for appropriate use of multi-functioning communication devices (cellular telephones, personal digital assistants, video recorders and digital cameras) and access to networked computers including the Internet in my child's school. I understand that this access is designed for educational purposes as set out by The Winnipeg School Division. I hereby give permission to my child to have access to the on-line information resources of The Winnipeg School Division including the Internet.

Parent/Guardian Name: _____
(please print)

Parent/Guardian Signature: _____ Date: _____

School Authorization: _____ Date: _____