

Technology Acceptable Use Guidelines

Rationale:

Creighton Community School (CCS) provides high-speed Internet connection as well as a common network storage space. Internet services and technologies offer valuable learning experiences for students and sources of information for teachers. At the same time, there are potential hazards. There is potential for the creation and communication of inappropriate materials or unacceptable conduct. Therefore the school is obliged to inform parents and students of potential risks and benefits and the consequences of inappropriate technology usage or behavior.

Network, Computer, and Internet use Guidelines:

Note: E-mail is not private at CCS. Teachers and administrators have the right to look at your email messages and files when you write, receive or store them here, and they are subject to the acceptable use guidelines. If you want your email to be private, access it outside of CCS.

1. Log out of the network whenever you leave your computer.
2. Ensure that your workspace is clean and your chair is pushed in before you leave.
3. Treat all equipment with care.
4. Inform your teacher if something is wrong with your computer. Do not attempt to fix it yourself.
5. Respect other people's privacy. Never read other people's mail or files.
6. Keep your own personal information private – do not post information anywhere on the Internet which would allow someone to trace you to your residence or school.
7. Articles may be printed from the Internet for school-based research if, in accordance with copyright regulations, and permission has been sought and given by the supervising teacher, **for that given day only!**
8. Change your password frequently, and keep it secret from other students.

Unacceptable Uses

(If you ignore these rules you will lose your network and/or Internet access)

1. Sending, receiving, storing, downloading, publishing, or accessing data that is:
 - Racist or hateful
 - Sexist
 - Profane (contains swear words)
 - Obscene or pornographic
 - Violent
 - Related to computer viruses, computer security violations or “hacking”.

Note: A teacher may occasionally give permission to view the above materials for teaching purposes, eg: viewing a racist web site in Social Studies, or a virus encyclopedia for Information Technology. Such access is permitted only under direct teacher supervision.

2. Playing any form of non-approved game.
3. Participating in a forum containing inappropriate subject matter (see above), or participating in any forum during class time.
4. Downloading files without permission from a teacher.
5. Using, chat, MSN Messenger, or ICQ.
6. Printing pictures, articles, etc. for personal use or excessive/wasteful printing for school use.
7. Bringing food or drink into a computer lab (including the resource center).
9. Damaging any computer or networking equipment, either hardware or software, or attempting to fix a problem on a computer without permission from a teacher.
10. Accessing Internet radio stations, or streaming audio or video, unless given permission from a staff member.
11. Using any form of threatening, obscene, harassing, abusive or inappropriate language on-line.
12. Violating any Canadian copyright laws.
13. Accessing or attempting to access any data on a secure network or computer, or using the network to harass other users.
14. Installing or running software on a computer without permission.
15. Violating the privacy of any individual.
16. Changing the hardware or software of a computer without permission from a teacher, such as moving a mouse from one computer to another.
17. Committing, or attempting to commit via the Internet any act considered illegal in Canada or Saskatchewan.
18. Publicizing your home address or phone number or any picture of yourself that would allow someone to trace you.
19. Lending your account to anyone else, including another student.
20. Using anyone else's account with or without their permission.

You are responsible for your account so make sure: You log off when you walk away from a computer that is logged in to your account and you don't allow anyone to access your account. Be careful with your password and never share it with classmates.