

<b>HISTORY:</b> <b>Draft November/01</b> <b>Adopted April 23,</b> <b>2002</b> <b>Revised October 9,</b> <b>2012</b>		<b>POLICY TITLE:</b> <b>DISTRICT COMPUTER</b> <b>NETWORK/INTERNET USER</b> <b>AGREEMENT</b>	<b>POLICY NO.</b> <b>220</b>  Page 1 of 8
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### Introduction

We are pleased to offer the students and staff of SD 8 (Kootenay Lake) access to the district computer network resources, electronic mail and the Internet. Our computer networks are a tool to facilitate learning and work in the District. These networks users with the opportunity to work and learn in the technological work in which we live. They provide access to online resources enabling integration in all areas of learning. To use these resources, all users must sign and return this form. Those under the age of 19 must receive parental authorization.

**Parents and Guardians** please read this document carefully. Review its contents with your daughter or son, and sign and initial where appropriate.

Any questions or concerns about this permission form, or any aspect of the computer network should be referred to your school Principal or the District staff overseeing Technology.

### General Network Use

The network is provided for students and staff to conduct research, complete assignments, and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege – not a right. As such, general school rules for behavior and communications apply; users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

### Internet/World Wide Web/E-Mail Access

Access to the Internet and e-mail will enable students and staff to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make the Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, SD 8 (Kootenay Lake) supports and respects each family's right to decide whether or not to apply for access.

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Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web. Where such publishing identifies the creator, it requires parent/guardian permission. Unidentified photos (related to student achievements and participation in school activities) and student projects may be published on a school's website. If you do not want your child's photo or work to be published on the website, please indicate this on the Parent Permission form.

**SCHOOL DISTRICT 8 (KOOTENAY LAKE)**

**Student Authorization for Computer Network Access  
Grades K-3**

**This form must be completed the year a student enters Kindergarten, or when a new Primary student registers at the school. It is to be signed and placed in the cumulative file of every K-3 student in SD 8 authorized to use the District Network.**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Sponsoring Parent or Guardian:**

- By signing below, I certify that, together, my child and I have reviewed the rules regarding use of the District's computer network.
- I have made sure that my son/daughter understands what is expected of students when using the school's computer network.
- I acknowledge that should I wish to terminate my child's computer network and Internet privileges, I must do so in writing to the school administration.
- By signing this form I acknowledge that my child cannot be monitored at all times when using the computer.
- As well, it is possible that even in the presence of supervision, at some time my child may access inappropriate sites while doing research online.

**Please Check All Areas Which Apply**

\_\_\_\_\_ I **do** give permission for an account to be issued to my son/daughter which provides access for participation in using the District's computer network which includes access to the Internet.

\_\_\_\_\_ I **do not** give permission for an account to be issued to my son/daughter which provides access for participation in using the District's computer network which includes access to the Internet.

\_\_\_\_\_ I **do** give permission for my child's photo, no name attached, to be published to the World Wide Web.

\_\_\_\_\_ I **do** give permission for my child's work, name attached, to be published to the World Wide Web

\_\_\_\_\_ The School District recognizes that parents/guardians may have concerns and questions about student use of the Internet. If you would like to speak to the Principal about these issues, please check the box. The Principal will arrange for a meeting to discuss these issues with you.

Parent/Guardian Signature: \_\_\_\_\_

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

**SCHOOL DISTRICT 8 (KOOTENAY LAKE)**  
**Student Authorization for Computer Network Access**  
**Grades 4 - 7**

**This form must be completed the year a student enters Grade 4, or when a new Grade 4-7 student registers at the school. It is to be signed and placed in the cumulative file of every Grade 4-7 student in SD 8 authorized to use the District Network.**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Student Section**

\_\_\_\_\_ I have read, or have had explained to me, the rules regarding the use of the School District's computer network.

\_\_\_\_\_ I agree that I will follow these rules when I use the District's computer network.

\_\_\_\_\_ I understand that if I use the District's computer network in a way that violates these rules I can be disciplined.

\_\_\_\_\_ I understand that discipline may include not being allowed to use computers, detention, suspension from school, etc.

\_\_\_\_\_ I understand that the technology staff and the school administration may check and see what I am doing or what I have done on a computer, to make sure I follow the rules.

\_\_\_\_\_ I understand that if I cause harm to the computer network (hardware/software), or to information or documents that do not belong to me, that my parents or guardians and I may have to pay the costs of any damage.

\_\_\_\_\_ By signing below, I am showing that I understand this information.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sponsoring Parent or Guardian:**

- By signing below, I certify that, together, my child and I have reviewed the rules regarding use of the District's computer network.
- I have made sure that my son/daughter understands what is expected of students when using the school's computer network.
- I acknowledge that should I wish to terminate my child's computer network and Internet privileges, I must do so in writing to the school administration.
- By signing this form I acknowledge that my child cannot be monitored at all times when using the computer.
- As well, it is possible that even in the presence of supervision, at some time my child may access inappropriate sites while doing research online.

**Please Check All Areas Which Apply**

\_\_\_\_\_ I **do** give permission for an account to be issued to my son/daughter which provides access for participation in using the District's computer network which includes access to the Internet.

\_\_\_\_\_ I **do not** give permission for an account to be issued to my son/daughter which provides access for participation in using the District's computer network which includes access to the Internet.

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Parent/Guardian Signature: \_\_\_\_\_

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

**SCHOOL DISTRICT 8 (KOOTENAY LAKE)**  
**Student Authorization for Computer Network Access**  
**Grades 8 - 12**

**This form must be completed the year a student enters Grade 8, or when a new Grade 8-12 student registers at the school. It is to be signed and placed in the cumulative file of every Grade 8-12 student in SD 8 authorized to use the District Network.**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Student Section**

\_\_\_\_\_ I have read, or have had explained to me, the rules regarding the use of the School District's computer network.

\_\_\_\_\_ I agree that I will follow these rules when I use the District's computer network.

\_\_\_\_\_ I understand that if I use the District's computer network in a way that violates these rules I can be disciplined.

\_\_\_\_\_ I understand that discipline may include loss of computer network use privileges, detention, suspension, expulsion or other consequences.

\_\_\_\_\_ I understand that if I misuse the computer network (hardware/software), cause harm to the network or to a person or to their information or documents, that my parents or guardians and I may be responsible for paying for such misuse or damage.

\_\_\_\_\_ By signing below, I demonstrate that I understand and agree to the attached Policy and Rules and Regulations.

\_\_\_\_\_ I understand that all District network accounts may be examined by the School District's technology staff or the school administration without notice to the account holder.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sponsoring Parent or Guardian:**

- By signing below, I certify that, together, my child and I have reviewed the rules regarding use of the District's computer network.
- I have made sure that my son/daughter understands what is expected of students when using the school's computer network.
- I acknowledge that should I wish to terminate my child's computer network and Internet privileges, I must do so in writing to the school administration.
- By signing this form I acknowledge that my child cannot be monitored at all times when using the computer.
- As well, it is possible that even in the presence of supervision, at some time my child may access inappropriate sites while doing research online.

**Please Check All Areas Which Apply**

\_\_\_\_\_ I **do** give permission for an account to be issued to my son/daughter which provides access for participation in using the District's computer network which includes access to the Internet.

\_\_\_\_\_ I **do not** give permission for an account to be issued to my son/daughter which provides access for participation in using the District's computer network which includes access to the Internet.

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Parent/Guardian Signature: \_\_\_\_\_

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

**SCHOOL DISTRICT 8 (KOOTENAY LAKE)**

**District Network Usage Agreement**

I \_\_\_\_\_, acknowledge that, when I am granted access to the District Network to carry out my work, my use of the network will be conducted in an ethical and professional manner.

I agree that I will not use this access for personal use during scheduled hours of work, and recognize that personal use, consistent with this policy, is permissible during preparation periods or scheduled breaks.

I agree that personal use will not include inappropriate behavior such as:

- Access to or downloading from offensive sites;
- Personal (non-work related) posting to Internet forums such as Newsgroups or Listserves;
- Activities that would be considered business use (use of the Network for personal financial gain, or commercial and/or private business transactions).

I understand that my use of the District Network is identifiable by the School District and acknowledge that it is my responsibility to ensure that my usage (viewing, creating, downloading, copying, forwarding, etc.) does not contravene any laws or regulations, including copyright and licensing issues and laws respecting obscene and discriminatory material.

I understand that my usage may be monitored without warning and that inappropriate usage may be cause for disciplinary action up to and including cancellation of contract, or dismissal.

Signed: \_\_\_\_\_

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