

# PRAIRIE ROSE SCHOOL DIVISION NO. 8



## **TECHNOLOGY PLAN**

**2011-2012**

## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>Community Involvement .....</b>                                     | <b>3</b>  |
| <b>School Council Involvement .....</b>                                | <b>3</b>  |
| <b>Evergreening of Technology in the Schools .....</b>                 | <b>4</b>  |
| <b>Basic Hardware Standards .....</b>                                  | <b>5</b>  |
| <b>Local and Wide Area Networking .....</b>                            | <b>5</b>  |
| <b>Staff Development for Computer Technology .....</b>                 | <b>6</b>  |
| <b>Current Initiatives .....</b>                                       | <b>6</b>  |
| <b>Future Initiatives .....</b>  | <b>7</b>  |
| <b>Appendix A Technical Skills for Teachers .....</b>                  | <b>8</b>  |
| <b>Appendix B Curriculum .....</b>                                     | <b>9</b>  |
| <b>Appendix C Elementary Student Technology Use Agreement .....</b>    | <b>12</b> |
| <b>Appendix D Junior/Senior High Student Technology Use Agreement.</b> | <b>13</b> |
| <b>Appendix E Staff Technology Use Agreement .....</b>                 | <b>14</b> |

## COMMUNITY INVOLVEMENT

As the level of knowledge and ability in computer technology increases, it is imperative to keep the school community informed as to the level at which our students are working. This can be accomplished in a variety of ways at the school level.

1. **Community Information** - Ensure that parents are aware of projects and software packages used at the school level. Ensure that community groups are aware of videoconferencing and wireless internet services available at the schools.
2. **Open Classrooms** - Community members should be encouraged to visit specific classrooms during school hours to observe the use of technology.
3. **Community volunteers** - Most school communities have members that possess advanced knowledge regarding computer technology. These individuals should be encouraged to volunteer their services in the school.
4. **Partnerships** - Encourage schools to develop partnerships within their community, for groups using computer labs and video conferencing equipment in schools

## SCHOOL COUNCIL INVOLVEMENT

School Councils will have two avenues of input into the technology plan:

1. The Board meets with members of the School Councils twice a year to discuss Board initiatives. During these meetings, the Board may present its technology plan or review the plan to keep communities informed. These meetings also offer members of school councils an opportunity for input into the technology plan.
  2. As principals meet to discuss technology plans with their school councils, community members have an opportunity to present ideas on the future direction of computer technology in their community school.
- The Prairie Rose School Division Technology Plan is available on the Division website at: [http://www.prrdweb.com/Important-Documents.php?df\\_id=211](http://www.prrdweb.com/Important-Documents.php?df_id=211)

## EVERGREENING OF TECHNOLOGY IN THE SCHOOLS

In order to meet the continuing demand for adequate computers and equipment in the schools, the following is proposed for the next five years.

| <b>WORKSTATION UPGRADE</b>                |                     |                  |                    |                      |
|---|---------------------|------------------|--------------------|----------------------|
| 2011 - 2012                               | 2012-2013           | 2013-2014        | 2014-2015          | 2015-2016            |
| Irvine                                    | Colony Schools      | New Brigden      | Burdett            | Ralston              |
| Seven Persons(2)                          | Margaret Wooding    | Warren Peers     | South Central      | Jenner               |
| Senator Gershaw(2)                        | Eagle Butte         | Foremost         | Parkside           | Eagle Butte (2)      |
| Foremost(2)                               | Oyen Public         | Senator Gershaw  | Seven Persons      | Schuler              |
| Parkside(2)                               |                     | Irvine (2)       |                    | Margaret Wooding (2) |
|   |                     | Bow Island Elem. |                    | I.F. Cox             |
|   |                     |                  |                    |                      |
| <b>SECRETARY COMPUTER UPGRADE</b>         |                     |                  |                    |                      |
| 2011 - 2012                               | 2012-2013           | 2013-2014        | 2014-2015          | 2015-2016            |
| Bow Island Elem.                          | Jenner              | Burdett          | Bow Island Elem.   | Jenner               |
| New Brigden                               | Beyond Walls        | Ralston          | New Brigden        | Beyond Walls         |
| Foremost                                  | Irvine              | Schuler          | Foremost           | Irvine               |
| I.F. Cox                                  | Margaret Wooding    | Warren Peers     | I.F. Cox           | Margaret Wooding     |
| South Central                             | Oyen Public         | Eagle Butte      | South Central      | Oyen Public          |
| Seven Persons                             | Parkside            |                  | Seven Persons      | Parkside             |
|   | Senator Gershaw     |                  |                    | Senator Gershaw      |
|   |                     |                  |                    |                      |
| <b>PHOTOCOPIER UPGRADE</b>                |                     |                  |                    |                      |
| 2011 - 2012                               | 2012-2013           | 2013-2014        | 2014-2015          | 2015-2016            |
| Irvine                                    | Jenner              | Burdett          | New Brigden        | Bow Island Elem      |
| Sen. Gershaw                              | Oyen Public         | Warren Peers     | South Central      | I. F. Cox            |
| Rosedale Colony                           | Seven Persons       | Schuler          | Parkside           | M. Wooding           |
| Starbrite Colony                          | Elkwater Colony     | Ralston          | Foremost           | Eagle Butte          |
| Winnifred Colony                          | Plainview Colony    | Ponderosa Colony | Silver Sage Colony | Rosedale Colony      |
| Shamrock Colony                           | Prairie View Colony | Kingslake Colony | Acadia Colony      | Sunrise Colony       |
|   |                     | Mayfield Colony  | Roseglen Colony    | Jenner Colony        |
|   |                     |                  |                    |                      |
| <b>VOIP SYSTEM INSTALLATION / UPGRADE</b> |                     |                  |                    |                      |
| 2011 - 2012                               | 2012-2013           | 2013-2014        | 2014-2015          | 2015-2016            |
| New Brigden                               | Eagle Butte         | Schuler          | Oyen Public        | Parkside             |
| Irvine                                    | Bow Island Elem.    | Burdett          | Ralston            | Senator Gershaw      |
| Margaret Wooding                          | Jenner              | South Central    | Warren Peers       | Foremost             |
|   |                     |                  | Seven Persons      | I F Cox              |
|   |                     |                  |                    |                      |

For each school with a (2), it is the supplemental/equalizing year to keep the student to computer ratio as close to 5:1 as possible.

Each school with fewer than 175 students will receive one major upgrade in the five-year cycle. Each school with more than 175 students will receive a second infusion of computers to keep the 5:1 ratio.

With this schedule, schools will be maintained at a 5:1 computer-student ratio. This will also provide each school with a computer lab upgrade every five years.

**In each year of the five-year plan, \$40,000 will be set aside to provide for the evergreening of the eLINC video conferencing equipment.**

**Every 3 years one computer will be upgraded for each school secretary to provide for the electronic exchange and student information systems.**

**Every 5 years all school librarians' computers will be replaced. This replacement is scheduled for 2014-15.**

**In the year prior to a school receiving funding, the school and central office will undertake a complete assessment.**

## **BASIC HARDWARE STANDARDS**

**The Prairie Rose School Division will strive to place the most modern computer hardware into schools. Before you buy your own computers or other hardware such as projectors, check with the technology staff to ensure that they are compatible with our present equipment.**

## **LOCAL AND WIDE AREA NETWORKING**

**The goal in networking computers is to maximize the effective use of computers, peripherals and software. Successful networking will help guide the acquisition of hardware and software. Networking will meet the Ministry's suggested ratios of computers to students in a more cost effective and educationally sound manner. The emphasis will be to maximize transmission rates of data on the network.**

**Using the Supernet as a backbone, all schools are connected together. This provides a wide area network so that there is a better communication infrastructure for data and voice as well as a reduction in the cost of such items as internet services. Centralized email for staff and students, www, and ftp servers has been set up to provide for secure communications from all schools via the internet. The colony schools are using dial up modem or cable/ADSL connections from the teachers' homes. This arrangement provides high-speed Internet access for schools and, where there are networks, provides for all terminals on the networks to access the Internet simultaneously. The Division will work with commercial Internet service providers to service all of the schools involved. This will provide equality of access to the resources available online for all schools in the Division. The responsible use of the Internet is to be encouraged through school and board based policy. This will help determine the appropriate educational materials that may be brought into the school.**

**One of the advantages of using the Supernet is that by using this technology, it enables the jurisdiction to provide video conferencing capabilities to all schools. It also allows the schools to communicate using this medium with other jurisdictions, post-secondary institutions, health authorities, etc.**

**In order to maximize the dollars spent on technology in schools, standardization has played a major role. In order to maintain the standards; schools must check with the technology staff before making purchases of technology equipment especially if the technical staff is required for installation and support.**

## STAFF DEVELOPMENT FOR COMPUTER TECHNOLOGY

The purchase of hardware and software connected in a network will not by itself bring technology into the education program. Present and future staff will be provided with ongoing in-service to assist them to use technology. It is understood that there is a wide variation in technology literacy throughout the division. An expanded effort will be made to train existing staff to a functional level. The technical skills necessary for individual teachers will depend on such things as grade level and subject area. In order to assess the degree of proficiency that exists, teachers can complete the checklist for Technical Skills for Teachers. (see Appendix A)

All schools are responsible for developing a school technology plan that includes provisions for purchasing hardware and software. This plan should also include a staff development component. Principals are responsible for monitoring the use of technology in their schools. They are encouraged to have teachers include a technology component in their Professional Growth Plans.

Prairie Rose School Division continues to address technology initiatives.

### CURRENT INITIATIVES

1. School web pages. All schools will be encouraged to maintain and update their own web sites provided through the Division agreement with *NightFyre for Schools*.
2. Expand the use of voice over IP, a centralized telephone system that operates over the Supernet infrastructure.
3. Security, heating and air conditioning controls being accessible via the Supernet for the maintenance department.
4. Support the use of video conferencing to allow instruction in all subject areas.
5. Investigate the technological support for assistive technologies with Special Needs students.
6. Explore the options for a long-term funding strategy for the replacement of all smartboards and projectors over a five-year evergreening plan.
7. Continue with the implementation of an electronic document management system. The system will be piloted in central office before being introduced at the school level.
8. Promote the use of digital content providers within the Division.
9. Installation, transfer of data, and professional development of Pearson PowerSchool as the student information package for the jurisdiction.
10. All classroom and staff computers at all locations are preset to lock down after thirty minutes of inactivity. Passwords are required to renew access.

## **FUTURE INITIATIVES**

- 1. Explore various methods of utilizing technology to increase the opportunities for educational instruction.**
- 2. Implement software packages that would allow the access of student assignments and information for parents from the website.**
- 3. Examine the alternatives, costs and FOIP implications of requiring contractors to install GPS / Security Cameras on school buses.**
- 4. Work toward all Division-owned laptops / jump drives / Blackberries are in compliance with current FOIP recommendations for security – i.e. there should be encryption software on all devices that may contain personal data.**
- 5. Consider keyless entry for exterior access to enhance building security.**
- 6. A remote backup solution will be developed for the growing number of servers located in the Division office, possibly through mirrored servers located at I. F. Cox School. There would be a need for more space and increased security at I.F. Cox if this is done. The cost would be considerable (perhaps \$250,000 or more) and could be implemented over a 5 year period.**
- 7. Virtual desktop environment using terminal services for staff and students to use their own wireless devices and be able to access the files on school servers anytime, anywhere.**
- 8. Explore the viability of one to one computer projects.**
- 9. Explore the use of display technologies in the gathering areas of the schools**
- 10. Wall touch displays in the gymnasiums to show examples of dance or basketball techniques.**
- 11. Interactive chess displays for lunchrooms.**
- 12. Explore the viability of employing a staff member to research ideas for classroom use. This would include compiling lists of websites as well as developing a district moodle site for PD.**
- 13. Libraries should be used as a hub to information access for not only hard copy but digital resources.**
- 14. Display technologies that multiple users are able to use simultaneously like the Smart Table or the Microsoft Table.**
- 15. Explore 3D display technology to possibly be used in libraries and gathering areas.**

## APPENDIX A

### TECHNICAL SKILLS FOR TEACHERS

Teachers will be at various levels of expertise in regard to the use of various forms of technology irrespective of the grade level or subject area they teach. The teacher skills are organized into two levels of proficiency.

#### **Basic Proficiency:**

All teachers should have a basic competency with technology. One would be considered to have the basic level if they could do the following:

- Use a word processor
- Be familiar with basic terminology i.e. CPU, monitor, mouse, printer, memory, Storage, disks, networks
- Be able to save files in a network environment
- Use a search engine
- Use the internet to access information
- Be familiar with subject specific student programs that are being used in their School (Technology Outcomes document)
- Be able to use an email system as well as sending and receiving attachments.
- Use the internet to access multimedia
- Use of Smartboards
- Use of Videoconferencing equipment

Teachers are encouraged to go beyond the basic proficiencies. A number of the following proficiencies are necessary for teachers who are responsible for implementing the objectives of the Learning Outcomes document.

- Demonstrate desktop publishing proficiency
- Use CADD (Computer Aided Drafting and Design)
- Use a financial program
- Use a scanner and/or a digital camera to import information
- Use OCR software (Optical Character Recognition)
- Use a test bank
- Use a computer to tabulate marks
- Use a spreadsheet
- Use a data base

## **APPENDIX B**

### **CURRICULUM**

- 1. All students and staff should have the opportunity within available resources to access computers in a manner that allows the development of skills, interests and talents to become effective communicators and achieve the desired outcomes.**
- 2. The planning and establishment of an effective computer network in Division schools is necessary for the provision of the means to access current technology as an additional vehicle to allow students to have the opportunity to meet the standards of education set by Alberta Education.**
- 3. The school has the responsibility to effectively manage and utilize computer resources in order to maximize student-learning opportunities.**
- 4. Central coordination of computer resources is essential to the development and maintenance of an effective computer network.**
- 5. In the interest of developing socially responsible citizens who carry out their activities with honesty and integrity, computer users must commit themselves to the ethical use of computer equipment and the Internet and to the acceptance and use of the computer security procedures employed in the Division.**
- 6. It is recognized that, in connecting with public networks, computer users may have access to socially inappropriate materials. Reasonable precautions must be taken to restrict access to controversial or socially inappropriate materials.**

#### **1. INSTRUCTION**

- a. All students and staff shall have an opportunity to develop computer literacy skills and skills in the use of computer networks. Such skills will result in the development of comfort and confidence in using computers as tools in meeting student and staff needs.**
- b. Computers are tools that must be used to complement and enhance the Alberta Education Program of Studies and to facilitate the integration of subject areas where appropriate.**
- c. The development of information and computer technology skills will be integrated into the core program of studies for instruction of students in computer functions and applications. This shall be done in an appropriately sequenced manner throughout all program levels.**
- d. Equitable student access to computers in all schools shall reflect standardized program objectives and access shall also reflect the needs of individual school programs when offering complementary Career and Technology Studies (CTS) courses.**
- e. School staff shall ensure that students who are allowed to use the Internet and Local Area Networks (LAN) are supervised and are operating within clearly stated and written instructions defining the limits of the assignment.**

- f. Before issuing an account name and password to allow students access to use the network system, school staff shall ensure that all students receive training regarding procedures, ethics and security involving the use of the Internet and LAN connected services and have signed the “Acceptable-Use” agreement.**
- g. Schools are responsible to ensure that computer technology is effectively integrated in curriculum development.**
- h. Schools are responsible for staff development to ensure effective utilization of available computer technologies.**

## **2. TECHNOLOGY PLAN**

- a. A long-range Division Computer Technology Plan shall be developed as part of the Annual Education Plan and will be reviewed annually in February/March.**
- b. In a long-range Division Computer Technology Plan sufficient resources shall be directed to administrative, support maintenance, and curriculum areas.**
- c. Division and School long-range plans shall include provisions for new hardware acquisition, hardware upgrading, existing hardware reconditioning and re-designation, software copyright and licensing, teacher resource materials, and facilities upgrading, while acknowledging the financial limitations within a given fiscal year.**
- d. Hardware/software acquisition planning shall reflect program objectives and hardware selection will be based on the most cost-effective solution for the program area.**

## **3. COPYRIGHT**

- a. Only legally acquired software programs will be installed on Division computer equipment.**
- b. Software will be used only within the framework of purchase or license and copyright agreements.**

## **4. SECURITY**

- a. All computer users will be assigned a name and password for network use.**
- b. Computer users shall adhere to division security procedures.**
- c. The Internet shall not be used for private and/or business purposes.**
- d. The Internet may be used for limited personal use that does not incur additional costs to the school or the division.**
- e. Users shall keep all accounts and passwords confidential and not accessible to others.**
- f. Users shall not share their accounts with anyone or leave the account open or unattended.**
- g. Teacher/Staff computers will be set to lock the screen after thirty minutes of inactivity.**

- h. Using programs that harass Internet users or infiltrate a computing system and/or damage the software or hardware components is prohibited.**
- i. Schools shall have in place policy and procedures that outline the contractual arrangements for user access to the Internet. The contracts shall specify terms and conditions of use, prohibited activities and consequences for breaking the agreement. Appendix D in the Technology Plan provides a model for such agreements.**
- j. Schools shall consult with parents and the school council to ensure agreement is reached regarding the limits to student use of computer equipment.**
- k. Users shall not be granted access to the Internet until they or in the case of students and their parents enter into a contractual agreement with the school indicating their understanding and acceptance of the Division's guidelines and regulations.**
- l. Division network storage areas provided for individual users are not private property. Division network administrators may review student files and communications to maintain system integrity and ensure users are using the system in a socially responsible manner.**
- m. The Division will ensure the privacy of employee's files and e-mail within the limits of reasonable security procedures.**
- n. The Division assumes no responsibility or liability if documents stored on Division equipment are lost or damaged, nor will the Division be responsible for security violations beyond the appropriate response to those persons involved in such violations.**
- o. The Division assumes no responsibility or liability for loss or damage to personal electronic devices.**
- p. Principals shall be responsible for authorizing all computer access.**
- q. Principals shall be responsible for having in place school policies regarding the means by which users are allowed access to the Internet and connected services.**
- r. Principals shall be responsible for making decisions about what programs will be allowed on school computers.**

## **5. GENERAL**

- a. The Division will administer a computer purchase plan to allow staff and Board members an opportunity to purchase computer hardware on a payroll deduction plan, on an annual basis.**

**APPENDIX C**  
**PRAIRIE ROSE SCHOOL DIVISION NO. 8**  
**ELEMENTARY STUDENT TECHNOLOGY USE AGREEMENT**

As a student of Prairie Rose School Division No. 8, I will have the opportunity to use the Internet to accomplish educational goals.

I understand that network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

I know that with the freedom to use the Internet comes the responsibility to use it wisely. I understand that misuse of the Internet tools available to me will reflect badly upon my school community, and me and will have consequences.

These are some of my responsibilities:

- I will not give personal information about my family or myself to anyone on-line without permission. For instance:
  - My home, work and school addresses or telephone numbers.
  - Credit card numbers.
  - Any other personal information or my picture.
- I will not respond to messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get this kind of message, and I will tell my teacher or parents immediately if I receive one.
- I will alert my parents or teacher immediately if I come across any words, pictures, or sound files, which I know, are inappropriate, or make me, feel uncomfortable.
- I will never use the Internet in a hateful way.
- I will conduct myself on-line as I would conduct myself in any public place, keeping in mind that I am representing my family, my school, and my community to a potentially “world-wide” audience.
- I will not purposefully seek out information on-line which is inappropriate for school use.
- I will use COMMON SENSE on-line.
- I will not attempt to download or install software that is not supplied by the school, onto school computers.
- I will have fun and learn! The Internet is a treasure chest of information on every imaginable subject, and I will make the best of my access to it.

I understand that the Division is not responsible for damage to any personal electronic equipment that I might bring onto school property.

My parent(s) and I have discussed each of these responsibilities, and we agree that I am capable of following them at school. We understand that if I fail to fulfill my responsibilities at school I will lose my Internet privileges and lose access to the computers at school. We agree that I may have access to the Internet at school. Internet access is required to have an email account.

I wish for my son/daughter to have internet access at school. (Please place a check mark behind your choice)

YES \_\_\_\_ NO \_\_\_\_

I wish for my son/daughter to have an email account with Prairie Rose School Division No. 8. (Please place a check mark behind your choice)

YES \_\_\_\_ NO \_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPENDIX D  
PRAIRIE ROSE SCHOOL DIVISION NO. 8  
JUNIOR/SENIOR HIGH STUDENT TECHNOLOGY USE AGREEMENT

Students are expected to comply with behaviour standards on school computer networks just as they are in a classroom or a school hallway whether it be with their own devices or jurisdiction owned devices. General school rules for behaviour and communications apply.

The network is provided for users to conduct research, to enhance learning, and to communicate with others. Access privileges to network services are given to users who agree to act in a considerate and responsible manner. Parent permission for student users is required unless the student is 18 years of age or older.

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is expected that users will comply with division standards and will honour the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Within reason, freedom of speech and access to information will be honoured.

I understand that the Division is not responsible for damage to any personal computer equipment that I might bring onto school property.

Any equipment connected to the school's wired networks must be authorized by division technology staff.

**THE FOLLOWING ACTIVITIES ARE NOT PERMITTED ON WIRED OR WIRELESS NETWORKS:**

- Sending or displaying of offensive messages or pictures.
- Sending of any personal information of any kind. (i.e. Names, addresses, phone numbers, credit card numbers, etc.)
- Using obscene language
- Harassing, insulting or attacking others
- Purposefully seeking out information, which is inappropriate for school use.
- Damaging computers, computer systems or computer networks.
- Installation of any software that is not authorized.
- Non-educational games.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work or files on the network or internet sites.
- Removing or tampering with any files that are not your own on the network or internet sites.
- Intentionally wasting limited network resources or degrading or disrupting network performance including other networks and systems accessed over the internet. (i.e. Limewire)
- Employing the network for commercial purposes.
- Bypassing of content filtering using external proxy servers.
- Plagiarism of information obtained via the network and / or internet.

Violations may result in a loss of access as well as other disciplinary or legal action.

As a user of the Prairie Rose School Division computer network, I hereby agree to comply with the Student Technology Use Agreement – as well as honouring all relevant laws and restrictions. I also agree to report any inappropriate communication received to my teacher and/or parent(s).

User Signature: \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes. I give permission for my child to receive access to the computer network and the Internet.

Please check one of the following:

YES \_\_\_\_\_ NO \_\_\_\_\_ I wish for my son/daughter to have an email account with Prairie Rose School Division No. 8.

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

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

**APPENDIX E  
STAFF TECHNOLOGY USE AGREEMENT**

Throughout this document "Prairie Rose School Division" is used to represent the Board of Trustees of the Prairie Rose School Division No. 8. "System Administrators" is used to represent Division network administrators and site based networked administrators.

In consideration of \_\_\_\_\_ being granted access to the school computer network and the Internet by Prairie Rose School Division, through the issuance of a personal account for use on the system, the staff member agrees as follows:

**1. Privileges**

The use of the computer system, network, and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators in conjunction with school principals will deem what is appropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The school administration and/or the system Administration of Prairie Rose School Division may request the system administrator to deny, revoke, or suspend specific user accounts. The system administrators may review staff files and communications to maintain system integrity and ensure users are using the system in a socially responsible manner.

**2. Acceptable Use**

The use of your account must be in support of education and research and be consistent with the educational objectives of the Prairie Rose School Division. Transmission of any material in violation of any Federal or Provincial regulation is prohibited. Unacceptable use includes but is not limited to the following:

- a. Illegal or unethical acts, including use of network access to plan or carry out any scheme to defraud or to obtain money, or other things of value by false pretenses, promises, or representations or to damage or destroy computer based information or information resources.
- b. Sending messages and files containing any form of digital information or encoding that is likely to result in loss or disruption of the recipient's work or system.
- c. Gaining access to any resources, entities or data of others for any purpose without authorization.
- d. Transfer of commercial software, materials protected by trade secret or other copyright protected material. If software known as "shareware" is transferred and retained for use, the author's registration fee is to be paid by the user. If the software is not of continuing use or is not registered, it is to be deleted from the network and the user's computer. It is the user's responsibility to check for copyright or licensing agreements. If there is doubt as to the copyright status of the program or materials, it shall not be copied.
- e. Placing of unlawful information on any computer system accessed through the network and/or Internet.
- f. Activities that are wasteful of network resources or that degrades or disrupts network performance including other networks and systems accessed over the Internet.
- g. Sending messages, which include profanity, vulgarities or any other inappropriate language, sexual, racial, religious or ethnic slurs or other abusive threatening or otherwise offensive language.
- h. Downloading or transmission of pornographic, obscene or other socially unacceptable materials.
- i. Revealing personal addresses or phone numbers of others or otherwise invading the privacy of others over the network.
- j. Plagiarism of information obtained via the network and/or Internet.

- k. **Playing non-educational on-line games on the system.**
- l. **Using the Internet for business or for political purposes.**
- m. **The breaking of confidentiality of any account or password or make them accessible to others.**
- n. **Sharing their account with anyone or leave the account open or unattended**
- o. **Connecting any equipment to the Division's wired networks without prior authorization of the division technology staff.**

### **3. Courteous Use**

**You are communicating with other people, not computers. Be careful what you say about others, as your messages reflect upon you. Use humour sarcasm where appropriate, but is sure your intent is understood. Do not be critical of others' spelling or grammatical errors; you will make them too. Do not use all capital letters, as this is the Internet equivalent of shouting.**

**It is NOT acceptable to give out your log-in/password (account), share your account, use an account owned by another user, use your account to harass someone or send nuisance messages, attempt unauthorized access to any resource, or use your network to hurt others.**

**Be polite; be considerate at all times when using the network and the Internet.**

### **4. Personal Safety**

**Think always of your own personal safety. Protect your privacy, as well as the privacy of others.**

### **5. Warranties**

**Prairie Rose School Division makes no warranties of any kind, whether expressed or implied, for the service it is providing. Prairie Rose School Division will not be responsible for any damages incurred. Without limiting the generality of the foregoing, this includes loss of data resulting from delays, no deliveries, missed-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at your own risk. Prairie Rose School Division specifically denies any responsibility for the accuracy or quality of information obtained through this service.**

**The Division is not responsible for damage to any personal electronic equipment brought onto school property.**

### **6. Security**

**Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network or Internet, you must notify a system administrator by telephone or e-mail. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from the individual. Attempts to login to the system as any other user will result in cancellation of user privileges. Attempts to login to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers, network, and the Internet.**

### **7. Computer Misuse and Abuse**

**Computer misuse and abuse will result in cancellation of privileges. Computer misuse and abuse is defined as any malicious attempt to harm or destroy data of another user of the network and/or Internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses. It also includes any attempt to bypass the content filtering that is in place to provide protection against inappropriate content.**

**8. Exception of Terms and Conditions**

**All terms and conditions as stated in this document are applicable to Prairie Rose School Division schools and the Internet. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with Canadian Laws.**

**I, the undersigned, understand and will abide by the above Terms and Conditions for the network and the Internet. I further understand that violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked. Jurisdiction disciplinary action and/or appropriate legal action may be taken.**

**Employee Signature: \_\_\_\_\_**

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