

Acceptable Use Policy

For use of information technology by students and staff of Bulkley Valley Christian School

Rationale

Bulkley Valley Christian School is pleased to offer students access to a computer network for access to electronic mail and the Internet.

The Internet is a global network of computers that allows individuals to share information, send electronic letters, voice and video messages, pictures, and programs. Internet use enables teachers and students to bring a vast amount of resources and experts right into the school and the classroom. Access to e-mail and the Internet enables students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world.

With access to computers and other devices, comes access to material that may not be considered to be of educational value in the context of the school setting or that is contrary to the vision for education of the school. BVCS has taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, especially as students sometimes have access to the Internet through their own devices. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with our educational goals.

Students are held responsible for appropriate behavior on the school's computer network and on their own devices just as they are in a classroom or on the sports fields. Communications using information technology is often public in nature. General school rules for behaviour and communications apply and is expected that users will comply with the school's standards and the specific rules set forth below. This also applies to lunch hours and other breaks where students may be using school or personal devices.

The staff and administration of BVCS reserve the right to revoke the use of personal devices and the network if their use is abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

Guidelines for acceptable use of network privileges

Staff and students using information technology are representing the school. They are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner.

Examples of acceptable use are:

- using Web browsers to obtain information from Web sites;
- using e-mail in an appropriate manner;
- using personal folders (password protected) to store work;
- using the network and Internet in a manner which respects the rights and property of others;
- keeping all accounts and passwords confidential and inaccessible to others;
- showing responsibility by making backup copies of material critical to you;
- showing responsibility by taking precautions to prevent viruses on the school's equipment. Upon receipt of an attachment checking to making sure it is from a known source;

- backing out of an accidentally encountered site that contains materials that violate the rules of acceptable use, and notifying a teacher or supervising adult of the occurrence immediately; and
- using devices outside of class time in a manner that is socially acceptable, encourages community, and is not disruptive.

Examples of unacceptable use are:

- use of the Internet for purposes that are illegal, unethical, harmful to the school, or nonproductive;
- conducting personal business using school resources;
- viewing or transmitting any content that is offensive, harassing, or fraudulent;
- using programs that harass school users or infiltrating a computing system and/or damaging the software components;
- doing harm to computers, personal devices, the network, or other people or their work.
- Interfering with the operation of the network by installing illegal software, shareware, or freeware;
- plagiarism and violation of copyright laws;
- wasting limited resources such as disk space or printing capacity;
- trespassing in another's folders, work, or files;
- giving out personal information such as your home address, telephone number, email passwords, or passwords to your network files;
- downloading material from the Internet without specific authorization from the IT manager;
- accessing sites that contain pornography; that spread hatred; that promote discrimination; that give instruction for acts of terrorism, harassment, murder, suicide, or other illegal activity;
- using earbuds without the express consent of a staff member;
- using hand-held devices in the classroom without the consent of the teacher;
- using any device in chapel or assembly; and
- using devices outside of class time in a manner that is anti-social and disruptive in nature.

Monitoring

All messages created, sent, or retrieved over the Internet are the property of the school and *may be regarded as public information*. Bulkley Valley Christian School reserves the right to access the contents of any messages sent over its facilities if the school believes, in its sole judgment, that it has a need to do so.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. **This means “don't put anything into online communications that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law.”**

Use of Technology during Non-Class Time

BVCS encourages the responsible use of technology outside of the classroom. School is a time for genuine interaction with classmates and teachers, and technology should not interfere with this. Our goal as a school is to assist students in using technology in a manner that is socially acceptable, thoughtful, and encourages a sense of community and genuine communication.

Violations

Violations of these guidelines may result in disciplinary action in accordance with regular school policy. The disciplinary action will take into account the type and severity of the violation, whether it causes any liability or loss to the school, and/or whether the action is a repeat violation.

Upon entry into the school community all students and staff will provide the school administration with a signed copy of this AUP agreement, thereby indicating their commitment to the standards it expresses.