



## Acceptable Use Policy

### of electronic communication devices by students and staff of Bulkley Valley Christian School

**At BVCS we recognize that electronic devices for communications and learning are an integral part of the educational endeavor.**

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. Cell phones have developed into devices that have the potential to assist in personal communications and time management and in classroom learning activities.

With access to computers and people all over the world also comes availability of material that are not 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. Bulkley Valley Christian School has taken available precautions to restrict access to content that is either objectionable or that would consume excessive bandwidth. 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.

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.

Students are held responsible for appropriate behavior while using the school's electronic network just as they are while in a classroom or on the sports fields. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the school's standards and the specific rules set forth below.

The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

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

## **Rules of acceptable use of electronic communication devices**

**Privacy** - Network storage areas (student folders) may be treated like school lockers. Network administrators may review communications to maintain system integrity. This will insure that students are using the system responsibly.

**Storage** - Users can save all their work in their student folder on the server. These folders are password protected and accessible from any computer on the network.

**Vandalism** - Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user locally or connected to Bulkley Valley Christian School via Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges.

**Inappropriate materials or language** - No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is to never view, send, or access materials of which you would not want your teachers and parents to see that you accessed it. Should students encounter such material by accident, they should back out of the site and report the occurrence to their teacher immediately.

**Chat rooms and social networking sites** - For bandwidth and time management reasons the BVCS network does not provide access to social networking sites such as Facebook, MySpace etc. Students do not participate in live chat rooms, messaging, etc.

### **Network access**

Personal laptops and iPads may be used for academic purposes in the classrooms or in the library. Some students may be given the privilege of wireless Internet access, depending on their studies. Students will not share that password with others.

### **Cell phones, iPods**

Cell phones, iPods, iPads, etc. have developed into devices that have the potential to assist in personal communications and time management and in classroom learning activities. As such there are times that they can be used well in the educational process. There are other times that they interfere with positive classroom activities. While students are in the school building they are expected to use them in an acceptable and positive manner. In the classroom and library they can use them as tools in the educational process only. In the hallways and outside on the property they may use them only in a way that is not disruptive, rude, or anti-social. Students agree to put away their electronic devices if they are cause for conflict or negative interactions.

### **Content Monitoring**

BVCS employs an iPrism Internet filter that monitors all traffic in and out of the network. Students must use their network password to log in, before they can access any Internet related content. The iPrism filter provides regular reports on the students' Internet behaviours. When iPrism reports indicate that a student has gone to sites that this AUP considers off limits the school may limit the student's access or cancel it altogether.

All messages created, sent, or retrieved on the school network *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 your e-mail messages that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law'.

**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.**

## Guidelines for acceptable use of the school network.

### Examples of acceptable use are:

- Taking personal responsibility for effective, ethical, lawful, and positive use of all electronic means of communication.
- Being sensitive to the perceptions and comfort level of others while using electronic means of communication.
- Setting all ringtones and cell phone sounds to silent while in the school building.
- Obtaining the teacher's consent for use of a cell phones or iPod in the classroom.
- Use of cell phones in the hallways and outside on the property during break times in a way that is not disruptive, rude, anti-social or confrontational.
- Ignoring incoming calls and texts when they come at an inappropriate time.
- Placing a cell phone in a locker during regularly scheduled exams.
- Using Web browsers to obtain information from Web sites.
- Accessing databases for information as needed.
- Using e-mail for contacts.
- Using the school's network to promote the exchange of information to further education and research and is consistent with the mission of the school.
- Using the school's network to access outside resources that conform to this "AUP".
- Using the school 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 before opening it.
- 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.

### Examples of unacceptable use are:

- Use of the Internet for purposes that are illegal, unethical, harmful to the school, or nonproductive.
- Sending or forwarding chain e-mail; messages containing instructions to forward the message to others.
- Broadcasting e-mail; sending a message to more than 10 recipients, or more than one distribution list.
- Conducting a personal business using school resources.
- Transmitting any content that is offensive, harassing, or fraudulent.

- Using inappropriate language: do not swear, use vulgarities or sexual innuendos.
- The sending of material likely to be offensive or objectionable to recipients.
- Using school resources or programs that harass school users or infiltrate a computing system and/or damage the software components is prohibited.
- Doing harm to others or their work.
- Doing damage to school hardware or to the network in any way.
- Interfering with the operation of the network by installing illegal software, shareware, or freeware.
- Plagiarism and violation of copyright laws.
- Playing computer games without teacher permission.
- Engaging in-online conversations with other online-game players.
- Conversation in email using all upper case letters. This is considered shouting.
- Sharing your email or network password with another person.
- 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 or telephone number. Use the school's address instead, but not the school's phone number.
- Downloading material from the Internet without specific permission.
- Viewing, sending, or displaying offensive messages or pictures.
- 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 electronic means to bully or demean fellow students or any other person.
- Use of a recording device to capture images or sounds, without the consent or knowledge of the person being recorded.
- Use of headphones and Bluetooth-type devices during school hours unless with specific permission from a teacher.
- Phoning or text messaging with others at times when that is disruptive, rude, anti-social, or confrontational.
- Use of a cell phone or cameras in the washrooms, locker rooms, or for any other illicit or immoral activity. This is a zero tolerance violation and may constitute sexual harassment.
- Use of electronic resources and of class time in a manner that has no clear educational purpose.
- Accessing any electronically transmitted content at a time when the learning process calls for attention to other matters.

# Acceptable Use Violation Notice

Student:	Date:
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**Students who violate the Acceptable Use Policy adopted by Bulkley Valley Christian School shall be subject to the appropriate action described in the Student Handbook or to the following consequences:**

Description of incident resulting in this notice:	<ul style="list-style-type: none"><li><input type="checkbox"/> <b>First occurrence:</b> After conversation with the principal the student may lose Internet/Network access for a week. The student's personal electronic device may be confiscated for a day. The student may have to serve a Study Hall detention.</li> <li><input type="checkbox"/> <b>Second occurrence:</b> After conversation with the principal the student may lose Internet/Network access for a period of four weeks. The student's personal electronic device may be confiscated for two days. The student may have to serve two Study Hall detentions.</li> <li><input type="checkbox"/> <b>Third occurrence:</b> After conversation with the principal the student may lose Internet/Network access for one full academic term. The student's personal electronic device may be confiscated for a week. The student may be suspended for one day.</li> <li><input type="checkbox"/> <b>Fourth occurrence:</b> In the case of Internet/Network related matters the student is suspended until such time as an interview with the school board can be arranged. The board decides on the conditions for the student's return. In the case of unacceptable use of a personal electronic device, the device will remain confiscated until such time as appropriate consequences can be agreed on with the parents.</li> <li><input type="checkbox"/> The above student has violated the school's Acceptable Use Policy intentionally accessing restricted materials. As a consequence of this violation the above student has lost Internet/Network access for the remainder of this academic school year.</li></ul>
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Teacher's Signature:

Principal's Signature:

This completed form will be kept by the school in the student's file and a copy will be sent to his/her parent or guardian.

# Acknowledgment of agreement with the Acceptable Use Policy of Bulkley Valley Christian School

## Procedure

Complete the following steps:

- Read the Acceptable Use Policy (the preceding 4 pages),
- Sign and date in the spaces provided below,
- Return this page only to the homeroom teacher. Keep the preceding 4 pages in a readily accessible place for easy reference,
- After returning this signed page you will receive your network ID and password.

## Signature

By signing below, I agree to the following terms:

- I have received and read a copy of the Bulkley Valley Christian School Acceptable Use Policy and understand its content;
- I agree to conduct all electronic communications and applications at Bulkley Valley Christian School in the manner prescribed in the Bulkley Valley Christian School Acceptable Use Policy.

Name:
Student signature:
Parent signature
Date: