



# Administrative Procedure

A.P. 6 - 32

**Date:** January 17, 2006

**Subject:** User Application for Internet Access through sites located within the Bruce-Grey Catholic District School Board.

## ***Purpose***

To prepare students for the world in which they will participate and to provide them with resources and skills appropriate to the information age, the Bruce-Grey Catholic District School Board is developing a Wide Area Network (WAN). This network will link students to a variety of local electronic resources as well as provide access to the Internet; such access shall be for the exchange of information in order to support the user's education and research. This access is consistent with the mission of the Bruce-Grey Catholic District School Board for Information Technology, our Vision Statement and Catholic Graduate Expectations.

## ***Procedures***

This is an application for Internet Access through your school network(s). Such access is a privilege, and will be granted only to individuals who agree to follow the guidelines established by the Bruce-Grey Catholic District School Board. Anyone who fails to follow the guidelines will face penalties, ranging from denial of access for a limited time, to permanent denial of Internet access, and to criminal action for illegal activity. Please read the following set of terms and conditions for Internet Access carefully.

## **Terms and Conditions for Internet Access**

### **All persons using Board Internet access services will:**

1. Do so in a manner which reflects our Vision Statement.
2. Use download, uploads, and capturing to limit their time on the Internet, in order to provide others with equitable access to limited resources.
3. Back out of any site which is transmitting unacceptable information or graphics, and immediately report the accidental visit to the teacher/principal/supervisor.
4. Use proper, socially acceptable communication language ~ no profanity, sexual, racial, religious or ethnic slurs.
5. Honour all copyright restrictions with respect to the distribution of computer software.

### **Students using Board Internet access services will:**

1. Always get permission from their teacher before accessing the Internet.
2. Only download files with teacher permission.

## **Citing References from Computer Software & the Internet**

Below are typical examples of how you should reference your information sources. Use of these formats can be used to create your bibliography.

### **1. E Mail Message Format:**

Author of the email message. Subject line of message. [online } Available email: student's email address. Author's email address, date of message.

*Example:*

Bobby Orr. Canada's National Sport. [online] Available email: [smithj@yrbe.edu.on.ca](mailto:smithj@yrbe.edu.on.ca) from [bobbyorr@hockey.com](mailto:bobbyorr@hockey.com), May 1, 1998

## **2. Use of Software Format** (e.g. a CD-ROM or other software source)

Author or Publisher. Title of the software. Format. Date of publication.

*Example:*

Dorling Kindersley Publishing. Eyewitness Encyclopedia of Space and the Universe. CD-ROM (Windows) New York. 1996.

## **3. World Wide Web Format** (Information from the Internet)

Author. Title of item. [online] <http://address/filename>, date of document or download.

*Example:*

Schrock, Kathy Schrock's Guide for Educators. [online] Available <http://discoveryschool.com/schrockguide/edres.html>. September 26, 2005

### **Users will not:**

1. Send or display any offensive pictures or messages.
2. Use obscene language, or language reflecting racial, sexual, ethnic or religious prejudice.
3. Willfully damage computer software, computers, computer systems, computer networks, or computer peripherals attached to school computers.
4. Use passwords, e-mail addresses belonging to other individuals.
5. Employ Board-provided Internet access for commercial purposes.
6. Violate security systems which have been put into place to protect computers, file servers, networks and users, both within and outside the Board.
7. Play games, or use Internet access in any ways which waste finite resources. This includes printer paper, diskettes, printer ribbons (cartridges) and other materials provided by the Board.
8. Purchase products through the School Internet.

### **Students will not:**

1. Provide personal information about themselves or others through the Internet (name, phone number, address, etc.)
2. Arrange to meet anyone with whom they have had contact on the Internet, except with parent/guardian approval.

Users who are identified as security risks for having a history of problems with other computer systems may be denied Board Internet access.

## SCHOOL APPLICATION FOR PROVIDING INTERNET ACCESS TO STUDENTS

To ensure the safety, and ethical use of computer resources by staff and students of the Bruce-Grey Catholic District School Board, any school wishing to open Internet access to students must complete the following application form. Access should be given to students *only after this application has been approved by the Supervisory Officer responsible for Information Technology.*

Application must be made through this form before providing Internet access to students, regardless of the type of Internet access available in the schools.



\_\_\_\_\_ School hereby applies to open Internet access to students of the school. Before submitting this application, the Principal has ensured that the following steps have been completed.

1. All parents in the community of students in Grades 4 and older have received a copy of the **ACCEPTABLE USE PROCEDURES** and **APPLICATION FOR INTERNET ACCESS** and have been requested to complete the application forms with their children.
2. Information has been provided to the parents of the school community about the Internet, and how it will be used in the school programs. This has been done in the following way(s):
3. All staff who will be involved with students in their use of Internet facilities have been properly trained, are familiar with the Board Policy on User Acceptable Use Policy for Telecommunications, and have signed a User Application for Internet Access.

In addition:

4. The school retains the authority to check the search paths of any users, from time to time, if any staff member feels that Internet access is being abused by a user.
5. My staff and I recognize that Internet access is a privilege. We also recognize that we have a responsibility to provide guidance, supervision and training to all students using the Internet on a continuing, ongoing basis.
6. Teachers will review the topics of Fundamental Rules of Netiquette (*Appendix A*) My Rules for On-Line Safety (*Appendix B*) and Policies ~ Acceptable Use & User Acceptable Use of the Internet with their classes *before they permit students to begin using the connection.*
7. Teachers of elementary school students will begin their Internet explorations with *guided searches* of Internet sites, using lists of safe sites provided through the Computer Resource Specialist.
8. Teachers and students continue to develop their skills in accessing information, selecting suitable information, decoding and processing information, and in communicating information effectively to others.
9. All parents, staff and students of the school community use school computer equipment, networks and the Internet access with respect, in a manner which reflects our Board's Credo of Catholic Education.

I, as Principal, shall endeavour to ensure that all Internet users in \_\_\_\_\_  
School follow the Board's guidelines.

**Principal Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_



## STAFF APPLICATION FOR INTERNET ACCESS

through sites located within the Bruce-Grey Catholic District School Board

This is an application for Internet Access through your school network(s). Such access is a privilege, and will be granted only to individuals who agree to follow the guidelines established by the Bruce-Grey Catholic District School Board. Anyone who fails to follow the guidelines will face penalties ranging from denial of access for a limited time, to permanent denial of Internet access, to dismissal, and to criminal action for illegal activity. Please read the following set of terms and conditions for Internet Access carefully.

### Terms and Conditions for Internet Access

#### **All persons using Board Internet access services will:**

1. Do so in a manner which reflects our Vision Statement.
2. Use download, uploads, and capturing to limit their time on the Internet, in order to provide others with equitable access to limited resources.
3. Back out of any site which is transmitting unacceptable information or graphics, and immediately report the accidental visit to the teacher/principal/supervisor.
4. Use proper, socially acceptable communication language ~ no profanity, sexual, racial, religious or ethnic slurs.
5. Honour all copyright restrictions with respect to the distribution of computer software.

#### **Users will not:**

1. Send or display any offensive pictures or messages.
2. Use obscene language, or language reflecting racial, sexual, ethnic or religious prejudice.
3. Willfully damage computer software, computers, computer systems, computer networks, or computer peripherals attached to school computers.
4. Use passwords, e-mail addresses belonging to other individuals.
5. Employ Board-provided Internet access for commercial purposes.
6. Violate security systems which have been put into place to protect computers, file servers, networks and users, both within and outside the Board.
7. Play games, or use Internet access in any ways which waste finite resources. This includes printer paper, diskettes, printer ribbons (cartridges) and other materials provided by the Board.

Users who are identified as security risks for having a history of problems with other computer systems may be denied Board Internet access.



# USER APPLICATION FOR INTERNET ACCESS

**User Name:** (Please Print)

**Employee Number:** (Where Appropriate)

I understand the terms and conditions listed above for this Internet access application. I understand that those terms and conditions become an **ACCEPTABLE USE AGREEMENT** between me and the Bruce-Grey Catholic District School Board, once I have signed this application. I also understand that any violation on my part is unethical, and may result in my access privileges being revoked. Disciplinary action, and even legal action may be taken if I commit unacceptable acts while using my Internet access.

**User Signature:**

**Principal/ Supervisor Signature:**

**Date:**



## STUDENT APPLICATION FOR INTERNET ACCESS

through sites located within the Bruce-Grey Catholic District School Board

This is an application for Internet Access through your school network(s). Such access is a privilege, and will be granted only to individuals who agree to follow the guidelines established by the Bruce-Grey Catholic District School Board. Anyone who fails to follow the guidelines will face penalties, ranging from denial of access for a limited time, to permanent denial of Internet access, and to criminal action for illegal activity. Please read the following set of terms and conditions for Internet Access carefully.

### Terms and Conditions for Internet Access

#### **All persons using Board Internet access services will:**

1. Do so in a manner which reflects our Vision Statement.
2. Use download, uploads, and capturing to limit their time on the Internet, in order to provide others with equitable access to limited resources.
3. Back out of any site which is transmitting unacceptable information or graphics, and immediately report the accidental visit to the teacher/principal/supervisor.
4. Use proper, socially acceptable communication language ~ no profanity, sexual, racial, religious or ethnic slurs.
5. Honour all copyright restrictions with respect to the distribution of computer software.

#### **Students using Board Internet access services will:**

1. Always get permission from their teacher before accessing the Internet.
2. Only download files with teacher permission.

#### **Users will not:**

1. Send or display any offensive pictures or messages.
2. Use obscene language, or language reflecting racial, sexual, ethnic or religious prejudice.
3. Willfully damage computer software, computers, computer systems, computer networks, or computer peripherals attached to school computers.
4. Use passwords, e-mail addresses belonging to other individuals.
5. Employ Board-provided Internet access for commercial purposes.
6. Violate security systems which have been put into place to protect computers, file servers, networks and users, both within and outside the Board.
7. Play games, or use Internet access in any ways which waste finite resources. This includes printer paper, diskettes, printer ribbons (cartridges) and other materials provided by the Board.
8. Purchase products through the School Internet.

#### **Students will not:**

1. Provide personal information about themselves or others through the Internet (name, phone number, address, etc.)
2. Arrange to meet anyone with whom they have had contact on the Internet, except with parent/guardian approval.

Users who are identified as security risks for having a history of problems with other computer systems may be denied Board Internet access.

# USER APPLICATION FOR INTERNET ACCESS

User Name: \_\_\_\_\_

Please Print

User Number: (Where Appropriate)

I understand the terms and conditions listed above for this Internet access application. I understand that those terms and conditions become an **ACCEPTABLE USE AGREEMENT** between me and the Bruce-Grey Catholic District School Board, once I have signed this application. I also understand that any violation on my part is unethical, and may result in my access privileges being revoked. Disciplinary action, and even legal action may be taken if I commit unacceptable acts while using my Internet access.

User Name: \_\_\_\_\_

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

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

## PARENT/GUARDIAN APPROVAL FOR STUDENT INTERNET APPLICATION

**ANY STUDENT WHO IS UNDER THE AGE OF 18 MUST RECEIVE PARENTAL APPROVAL FOR THEIR INTERNET ACCESS APPLICATION. A PARENT SIGNATURE ON THIS SIDE OF THE APPLICATION INDICATES THAT CONSENT.**

As the parent or guardian of this student, I have read the **ACCEPTABLE USE PROCEDURES** and **APPLICATION FOR INTERNET ACCESS** signed by my child. I understand that Internet Access is intended for educational purposes, and is a privilege provided for my child by the Board. While the Bruce-Grey Catholic District School Board has taken some precautions with respect to Internet resources in the school, I recognize that it is impossible for the Board to restrict access to all controversial materials and I will not hold the Board responsible for materials acquired on the network. I accept responsibility for supervision if and when my child's use of the Internet is not in a school setting. I hereby give permission to the Board to provide Internet Access to my child and certify that the information contained on this form is correct.

Parent or Guardian Name: \_\_\_\_\_

Please Print

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

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

Original: School Office

Copy: Student