Section 500: Students

Policy #528: Information & Communication Technology (ICT): Access and Acceptable Use

A. POLICY

Queen Margaret's School believes that student learning will be augmented and enhanced through the use of information and communication technology (ICT). Queen Margaret's School has actively pursued making technology and increased access to digital learning opportunities available to our students and staff.

An educational component directed to students will accompany the use of information and communication technology, including instruction in the appropriate use of privacy settings to protect identity, what comprises inappropriate content, and what constitutes harassment.

Students will be expected to conduct themselves online with the same level of appropriate behaviour as in all contexts within the school community, whether accessing online environments at school, at home, or in another location.

B. PROCEDURE

1. Scope
This policy applies to all students registered at Queen Margaret's School.

2. Authority
It is the responsibility of the Head of School to ensure this policy is adhered to.

3. Procedures/Definitions:

Information and communication technology (ICT) refers to all computer and computer-related hardware, software, the local and wide area networks and servers, peripherals, handheld devices, all digital communication devices and iOS. Internet access, communication tools and web-based services are provided by the school to students, employees and others. (For specific information on cloud computing and other web-based services, refer to Policy #527 – *Cloud Computing, Photographic Images and Social Media*.)

3.1 Acceptable Use Guidelines (All Students)

The following guidelines have been established to outline the responsibilities for students who access technology services offered by Queen Margaret's School. Use of these services requires that students and their parents/guardians review this policy and supporting documentation and agree to comply with its contents. Should these rules fail to be adhered to, the IT Department and staff involved will use their discretion in disabling a student's access to the computer systems throughout the school for a period of time as determined by administration.

a. ACCEPTABLE USE: One purpose of the Internet is to support research and education in and among academic institutions around the world by providing access to unique resources and the opportunity for collaborative work that might otherwise not be available.

   Transmission of material in violation of any BC and Canadian laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets. Use of the Internet for commercial activities is generally not acceptable.

b. PRIVILEGES: The use of QMS technology resources are a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege. School administration will make the final decision as to what is appropriate use.

c. NETIQUETTE: The use of web-based services requires that students abide by accepted rules of network etiquette. While in class or using a computer and network for course assignments, it is expected that students are performing Internet research for educational and research purposes only. Accepted rules of network etiquette include (but are not limited to) the following:

   - Cyber Bullying will NOT be tolerated. Consequences for posting inappropriate content on the school network, including Web-Based services, or Social Media sites may include:

     - Suspension of computer account
     - Contacting parents and/or RCMP if appropriate
     - Enrolment in a counselling program
     - Suspension or expulsion from school.

   - Be polite and use appropriate language when establishing or maintaining contact in any educational Internet communications. In all messages, do not swear, use vulgarities or any other inappropriate language.

   - Anything pertaining to illegal activities is strictly forbidden and must be reported to the appropriate authorities. Do not view, download, share, or access any material that is offensive in nature, (e.g. racist, pornographic, etc.). Offending students will lose computer privileges immediately.

   - Do not use the network in such a way that would disrupt the use of the network by others.

   - Do not give out any unapproved personal information to any website or any person on the Internet, including personal addresses or phone numbers. Unapproved personal information also includes any file with a name or image of a QMS student or staff member.

   - Do not download or install any versions of any File Sharing programs.

   - Do not access Social Media sites during instruction time unless instructed to do so by a teacher.

   - Do not download copyrighted material in data files (such as .mps, .mov, .wma) for personal use.

- Do not download executable or archive installed files (.zip, .exe, .com, .jar, .rar) or run such files obtained on-line on the school network.

- Do not use the network to plagiarize assignments; the Internet is a <u>RESEARCH</u> tool, not a repository of work for students to download and hand in.

- Print only what is necessary. Print jobs are being audited, and excessive printing will be billed to a student's account.

d. PERSONAL ACCOUNTS and PASSWORDS: Security on our QMS computer system is a high priority. A student's computer account should be used accordingly:

- Each student account is to be used only by the student to which it is assigned. Sharing accounts is not permitted.
- Each student must maintain a unique, "private" and complex password. Your password should be changed regularly. If you think someone knows your password, change it immediately.
- Students must remember to log out when they are finished using the computer so that no one else will have access to their files and account privileges.
- Student accounts may be being monitored to ensure proper and appropriate usage.
- Students may be held liable for any actions that stem from the use of their computer account.

e. COMMUNICATION/CHAT and INSTANT MESSAGING: Students are encouraged to remain in contact with friends and family electronically. The time for this communication is outside scheduled regular instructional times, unless directed by a teacher.

f. WORKSPACE: Students are responsible for their workspace. No FOOD or DRINKS are allowed while working with the school's computers. This includes the computer and the immediate area of use.

g. VANDALISM: Tampering with computer hardware or network systems is not allowed. This includes but is not limited to the uploading or creation of computer viruses, hacking and abuse of equipment, or downloading and installing unapproved computer programs (applications). Violators will have their privileges terminated immediately and will be invoiced for any damage. Students must notify IT staff at helpdesk@qms.bc.ca or their classroom teacher of any damage to computer equipment.

h. CONNECTING PERSONAL EQUIPMENT: Students may connect personal devices to the school's network once they have been given a computer account. Misuse of the school's network as outlined in Section 3.1.c of this policy could lead to the student being banned from access to the wireless network or confiscation of their personal devices (length of time to be determined by school administration). Connecting any wireless routers or switches to the QMS network will lead to immediate confiscation of such a device.

i. REASONABLE USE: To ensure fair and equitable use of the QMS network for all students, students are expected to be considerate of server space and Internet bandwidth usage and only use one

device at a time when connecting to the QMS network. Storage, bandwidth and user consumption and speed are monitored and restricted to ensure fair access for all students. Unnecessarily large files must not be stored in the student's home directory. Students are expected to avoid excessive viewing or streaming over the Internet.

3.2 Resources

a. Our computer technology resources available to students include a Residence Lab, a Senior School Computer and Media Arts Lab, a Fine Arts lab, two Mobile Netbook carts, an Intermediate Laptop Cart, and a Primary iPad cart. There are also computer stations available in most classrooms.

b. A Bring Your Own Laptop (BYOL) program has been implemented for late Intermediate and Senior School grades. Refer to the Bring Your Own Laptop Requirements in the Student Handbook for details on required computer specifications.

c. Students have access to printer stations set up throughout the school to print their school work, if required.

d. Students will be provided with individual e-mail accounts for specific educational purposes. Refer to Policy #527 – *Cloud Computing, Photographic Images and Social Media* for more information on student participation in the use of web-based services, including Office 365 and Google Apps for Education.

e. QMS acknowledges that it is impossible to control all materials that the students may access on the Internet; however, we firmly believe that the valuable information and interaction on this worldwide network far outweighs the possibility of students accessing material that is not consistent with the educational goals of the school.

QMS has a filtering system that blocks some specific Internet sites and filters websites based on their content. However, the school is unable to catch all undesirable Internet activity.

4. Communications Process
This policy will be communicated to the school community through the school's website, direct emails and distribution of accompanying consent forms.

6. Related Forms
Policy 527: Cloud Computing, Photographic Images and Social Media
Form 527: Parental Consent Form for Cloud Computing, Photographic Images and Social Media
Policy #102: *QMS Personal Information Privacy Policy for Parents and Students*