AP 140 – Guidelines for Student Access to District Technology

Computers, tablets, wireless networks and other technology in schools provide access to a wide range of resources including the internet, software programs, cloud-based applications, library catalogues, email, and other digital resources.

Schools are committed to ensuring that their technology and digital resources are used appropriately to address educational goals and that all students are aware of their responsibilities for acceptable use of computer networks. Students are given direct instruction on the safe use of the internet and other digital resources, and are supervised at all times while using technology in the classroom.

Do
- Use district technology and digital resources for educational and school-work related purposes.
- Follow copyright laws.
- Respect the privacy of others.
- Follow established guidelines for technology use and etiquette.
- Report violations to teachers or supervisors or the school administration.
- Immediately leave an inappropriate internet site and tell the teacher or the school administration.
- Cite sources and attribute material to its proper owner when conducting research.

Don't
- Use district technology and digital resources for non-education purposes.
- Damage computers, computer systems, computer networks, peripherals, or software – either mechanically or by using viruses.
- Waste resources such as paper or time.
- Access, damage or destroy the files of another user.
- Use another person's password.
- Harass, stalk, insult or attack others.
- Send offensive messages or pictures.
- Use language that may be offensive to others.
- Use the network to access or to distribute/store illegal, illicit or offensive material.
- Use unauthorized copies of information or software.
- Use someone else's work.
- Employ district technology for commercial purposes.
- Use district technology for unlawful purposes.
- Attempt to access information or system levels for which you are not authorized.

Possible Consequences of Unacceptable Student Use
- Loss of district technology privileges.
- Disciplinary action through the school or District code of conduct.
- Financial liability for damaged equipment.

Legal Reference: *Sections 17, 20, 22, 65, 85 School Act*