



SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

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Information Technologies Acceptable Use Agreement 2007/2008

The Sudbury Catholic District School Board believes computers and computer-related technology can enhance student learning, and also believes parents and/or guardians have an important role to play in ensuring their children use the Board's computers safely and responsibly.

The Board is pleased to provide exceptional computer facilities and network services to its employees and students. With this privilege comes several responsibilities. You (and your parent or guardian, if you are under 18 years of age) are required to carefully read and sign this document. Your signature will indicate your agreement to comply with the following terms of use and will be required before you will be granted access to Board computer equipment and network services.

Please refer to the Board's web site for the latest/current version of this Acceptable Use Agreement.

I am an employee/student applying for computer and network services and I understand:

I am provided an account(s) and personal space on the Board's computer network, and/or equipment.

I am only authorized to use the account(s) that has been assigned to me, and I am solely responsible for all activity associated with it. The Board will determine appropriate space limits for individual requirements and I am responsible for ensuring my account and/or space usage does not exceed these limits.

It is my responsibility to understand and abide by copyright and licensing agreements and laws while using Board equipment and/or software (including any laptop assigned to me).

When using a computer and/or the Internet as a research tool I must give credit to other people and organizations for their intellectual output. I will cite all quotes, references and sources used when I submit my work.

I am expected to use Board computers/equipment and network services in a manner that positively reflects on myself, my school, the Board and my community. Misuse of the computer facilities/equipment and network services threatens the privacy, security and accessibility of computer services for all users. I am obligated to report any misuse I observe, and am assured confidentiality when I do so.

The Board provides software designed to support and enhance classroom studies. The use of any additional software, including Internet applications, must be approved, prior to installation/use, by the IMS department.

I acknowledge that any of the actions listed below will, **at minimum**, result in the immediate suspension of my computer privileges. If any of my actions contribute to any loss or alteration of data owned by the Board or another person or organization, or to interruption or degradation of service to the Board, any other person or organization, or threatens the safety or sense of well being of any other person, I may face charges under the Criminal Code of Canada.

I will not:

access the network using an account(s) other than the one specifically assigned to me

allow another person to use the account(s) specifically assigned to me

access or attempt to access any network resource not explicitly configured for use with my account(s)

neglect to sign in when using open access labs

use any electronic communication tool to threaten, intimidate, offend or harass another person or organization

pursue, acquire, produce or employ any software tools, hardware tools or methods that can be used to subvert network or workstation security

pursue, acquire, produce or employ material that could be deemed pornographic or otherwise offensive, hate-promoting or violent

demonstrate a lack of respect for the privacy of the work and data of others

damage any computer hardware or software components, either intentionally or through negligence

introduce viruses or other potentially harmful software to the Board computer equipment and/or networks

misuse or overuse the space allocated in my account(s)

What Students MUST Do:

- DO use school computer resources, including Internet access, for school work.
- DO follow the rules, guidelines and procedures set down by your teacher or school.
- DO act responsibly, safely, and carefully when using school computer resources.
- DO keep your password a secret. DO NOT SHARE YOUR PASSWORD WITH ANYONE.
- DO tell your teacher right away if you are having problems with your computer (and/or laptop) or if it gets damaged.
- DO use only legal versions of software provided by the Board.
- DO be considerate of others when using shared computer resources.

What Students MUST NOT Do:

- DO NOT share your personal information (name, address, phone number, pictures) or the personal information of others with anyone on the Internet.
- DO NOT agree to meet in person with someone you have met online unless you first have permission from your parent(s).
- DO NOT make changes to the computer hardware or software without first asking permission from the IMS department. This means you should never:
 - o Change system folders, or software configurations on any Board equipment
 - o Change system or desktop settings on shared computers
 - o Change or damage computer equipment or software programs
 - o Do anything to harm the computer or information stored on it.
- DO NOT illegally download media (music/movies/video) or any other files/software.
- DO NOT behave in ways that you know would not be acceptable at school. This includes swearing, inappropriate comments, bullying, verbal harassment, name calling, racist or abusive language when communicating via your computer.
- DO NOT do anything with the school/Board computer that you know is not safe or not responsible. Unsafe and irresponsible behavior includes:
 - o Participating in online activities that are against the law, including "hacking" and viewing or distributing pornographic or other objectionable content.
 - o Sending Spam, computer viruses, chain letters/mail or any other communication which might cause damage, offense or inconvenience to others.

The Board, at its sole discretion, reserves the right to immediately terminate the access of any user who misuses Board computers/equipment and/or network services. This may include revoking the right to take home equipment that has been assigned to me. I have been informed of the terms and conditions of the Board's Information Technologies Acceptable Use Agreement and agree to abide by it.

To be completed by the Employee/Student (please print)	
First Name	Middle Initial
Last Name	
Department/School:	Course code / Homeroom:
Employee/Student Signature:	Date:
Parent or Guardian Signature:	Date:

Board Use Only	WebMail Username								
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