

# Acceptable Use of Technology Policy (AUP)

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## Overview of School Technology Use

Crestwood Preparatory College students are offered the use of technology, not limited to networked computers and a wireless network that provides access to the Internet, local technology resources, and e-mail. **These resources are intended for academic use only.** Each student and family will be provided with an account once this agreement has been read and signed by both the student and his/her parent/guardian. The following policy applies to all electronic services and any other message or communication facility such as Hotmail, Gmail, etc whether provided by the school or not.

The operation of the network relies upon the proper conduct of the end users who are accountable for their online behaviour. Individuals should realize that the use of school computers is a privilege and not a right and that inappropriate use will result in the suspension of these privileges. The network administrators have access to all user files, accounts and e-mail.

While the Internet expands classroom and library resources by providing access to electronic information that supports curriculum, it can also lead to sources that may be inappropriate and/or inaccurate. We believe that an individual's right to information outweighs the risks associated with the worldwide network. Guidance will be provided on the appropriate use of the available technologies; however, the school will not be responsible for continually supervising or monitoring every communication and Internet session.

The following guidelines outline the responsibilities that you are about to acquire. Overall, they require using the network in an efficient, ethical and legal manner.

## Acceptable Use

The use of individual accounts must be related to education and research and must be consistent with the educational objectives of Crestwood Preparatory College. Individuals will demonstrate appropriate and polite behaviour that supports existing Crestwood Preparatory College code of conduct. Resources must never be used in a manner that would be harassing to others, either through the transmission of e-mail, video or audio.

The Crestwood Preparatory College wireless network (heretofore referred to as "WiFi"), is made available to every student for use on his/her personal computing device. Every student's action on the wi-fi will be logged on the server and tied to the student's username. Any communications that occur while using the school WiFi will be subject to the AUP.

## **Responsibilities**

Individuals are expected to abide by the generally accepted rules of computer use. These include, but are not limited to, the following:

- Individuals should not reveal any personal information nor should they establish relationships on the Internet.
- Be polite. Do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Individuals must log-off from the workstation at the end of every session.
- Images, sounds or messages that appear on a computer screen in a public area should not be offensive to others and should be appropriate to an academic environment.
- Students are expected to limit their searches to appropriate topics and sites.
- Students should regularly delete any old and/or unused files.
- Do not use the network for commercial purposes, such as credit card purchases, online bidding, etc.
- Students should request permission to print large files.
- Students are not to unplug any cables or peripherals (keyboard, mouse, etc.) from a computer.
- Games are not allowed. The resources are intended for academic use only.

## **Learning at Home**

While a student is learning at home, they are expected to abide by the same rules and responsibilities that they would observe while at school. Students other responsibilities are:

- Not to distribute or duplicate recordings of teacher lectures and/or lessons to others outside of the school
- While in a livestream session, not to change their user name from their own name
- Do not distribute logins for any online systems to other students inside or outside of the school
- While attending a live streamed class, the student must keep their camera on and mute their mic when requested by the teacher

## **System Security**

It is the responsibility of all the network users to preserve the overall security of the system. Individuals are responsible for their own accounts and must take every precaution to ensure the privacy of that account. This includes maintaining proper and secure passwords that must be changed when requested by the system and never shared. Students must notify a system administrator or staff member if they suspect a security issue regarding their account. There must not be any copying or downloading of software from the system nor should any of the network files beyond the user's own account be tampered with. This includes any attempt to harm or destroy data of any other user.

Students should be aware that viruses might be inadvertently downloaded from files or portable media (USB memory keys, portable hard drives, CD/DVD, etc.). If a student has any concerns regarding the security of a file, contact a system administrator before proceeding to open or download the file.

## **Copyright**

Copyright laws apply to online resources. Plagiarism from a website is strictly forbidden. If you have obtained information for a research project through electronic media, you must acknowledge the authors or publishers in your written submissions through the proper use of footnotes, bibliographies, etc.

Copyright information is available at <http://www.accesscopyright.ca>.

## **Cell Phone Use**

While we recognize the importance of a cell phone, during class time, the cell phone is to be turned off and stored in the student's locker or knapsack.

## **Consequences**

Sanctions for violations of the school's Acceptable Use Policy will be determined by the Information Technology Department and by the Administration for more serious violations. Sanctions may range from a verbal warning to a complete and indefinite ban from computer and technology resource access. All serious violations will be brought before the Administration and could result in additional disciplinary measures. Conditions for reinstatement will be determined and reviewed by the Administration.



**Acceptable Use of Technology Policy  
2020-21**

**Accounts will remain enabled once this agreement has been read and signed by both the student and his/her parent/guardian. Failure to return this form by the end of the second week of school will result in the student losing computer privileges until the form is turned in.**

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Student Agreement Form**

I have read the Acceptable Use of Technology Policy and agree to use the network in a responsible manner to pursue educational objectives. I will comply with the guidelines of the Crestwood Preparatory College Acceptable Use Policy.

**Student Signature:** \_\_\_\_\_

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

**Parent/Guardian Agreement Form**

As the parent/guardian of this student, I understand and agree with the Crestwood Preparatory College Acceptable Use Policy and give my son/daughter permission to access the network system. Should he/she not follow these guidelines, I understand that his/her access to the network services may be revoked.

Also, I will comply with the guidelines of the Crestwood Preparatory College Acceptable Use of Technology Policy.

**Parent/ Guardian Name:** \_\_\_\_\_

**Parent/ Guardian Signature:** \_\_\_\_\_

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