

## **REGULATION 5131.9**

---

### **STUDENT ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS SYSTEMS IN SCHOOLS**

#### **Preamble:**

Electronic communications systems including computers, telecommunications devices and other forms of technology are providing opportunities for gaining interaction with a wide array of valuable educational tools, strategies and information resources. Much of this interaction takes place over the Internet which is not governed for content or activity by any central policy. It is essential that all users of electronic communications systems, including the Internet, view activities and the exchange of information through these media critically as to its legitimacy, veracity and application.

The use of electronic communications systems, including the Internet must be used only for those purposes that support the goals, objectives and activities as prescribed by the school district. All users must be aware of their responsibilities with respect to acceptable use.

The Board is committed to providing a wide range of access to students who are using school district electronic communications systems. The responsible use of these district systems is the overriding goal of this regulation. The benefits of access to resources through the Internet and communications networks outweigh the risks involved, and the Board will encourage the use of electronic communications systems and the Internet to provide appropriate learning opportunities for all users.

#### **Definitions:**

“Electronic communications systems” include all electronic devices and related processes used for the purposes of transmitting, retrieving and storing of voice, data or graphic images. These devices include but are not limited to computers,

servers, local area networks, intranets, the Internet, electronic mail systems, online conferences, chats, blogs, videoconferences, cell phones, digital cameras, video cameras and fax machines.

“Educational purposes” are those purposes which directly support student learning as outlined in the prescribed learning outcomes mandated by the Ministry of Education.

## **RESPONSIBILITIES:**

### **A. Responsibility of the School**

It is the responsibility of the school Administration to:

1. Inform parents of the educational benefits as well as the potential risks involved in communications with any persons using electronic communications systems.
2. Provide parents with a standard Acceptable Use Agreement for parents/guardians and students to sign before students are given Internet access.
3. Distribute *Expectations for Students Using School or District Electronic Communications Systems*, review these with all Grades 6-12 students and require students and their parents/guardians to sign a *Student Use Agreement – (Grades 6-12)*.
4. Distribute *Expectations for Students Using School or District Electronic Communications Systems* to parents of students in Grades K-5 for their information.
5. Distribute *“My Rules for Online Safety”* and review these with all Grades K-5 students and require students and their parents/guardians to sign a *Student Use Agreement - (Grades K-5)*.
6. Provide a statement of consequences of inappropriate use, including taking appropriate disciplinary action when the policy or regulations are contravened.

### **B. Responsibility of the Teacher**

It is the responsibility of the teacher to:

1. Review and comply with District’s and the school’s Electronic Communications Systems Use policy.

2. Instruct all students in the nature of the risks involved in communicating with others through this medium, including not publicizing photos of or giving out personal information about oneself or others.
3. Give students guidelines for minimizing risks (similar to safety instruction, meeting strangers, etc.).
4. Monitor student use of the computer and the use of electronic communications systems and the Internet.

**C. Responsibility of the Parent/Guardian**

It is the responsibility of the parent/guardian to:

1. Be aware of the educational benefits of access to resources through the Internet and communications networks.
2. Be aware of the risks inherent in that access, while encouraging safe and acceptable practices of use.
3. Be aware of the consequences set out by the school and the district for unacceptable and inappropriate use.
4. Read the acceptable use guidelines and the school/district policy and regulation as they apply to electronic communications systems as well as computer/Internet access. If a parent/guardian wishes to permit their son/daughter to have access to these tools, they must indicate their permission by signing the Acceptable Use Agreement.

**D. Responsibility of the Student**

It is the responsibility of the student to:

1. Sign the Acceptable Use Agreement in order to gain access to and use of electronic communications systems and understand compliance with this is a condition of access, and noncompliance will have consequences.
2. Protect access to their individual network accounts under the use of a private, personal password. Ensure that their personal password is not shared and agree not to use the password of any other individual.
3. Conduct all his/her activities in accordance with the policies, regulations and guidelines set out for the use of school computers and electronic communications systems both during and outside of school hours.
4. Conduct all activities in a responsible, ethical, legal and courteous manner.

*Greater Victoria School District*

Approved: June 26, 2000

---

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

---

Revised: September 26, 2005

---

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.