

Administrative Procedure 141
Use of Technology
Appendix A

Acceptable Use of Technology Form

Background

Gwynne Valley Rural Academy (GVRA) believes technology and its capabilities offer vast, diverse and unique resources to staff and students. Our intent is to make GVRA's computer, wireless network and Internet access available to further the educational goals and objectives of the Academy.

Access to network services is given to staff members and students who agree to adhere to the Acceptable Use of Technology guidelines. Access is a privilege – not a right - and entails responsibility. General Academy expectations for behavior and communications apply. Staff and students will be expected to appropriately use the network software, email and other general use of the Intranet and Internet. Some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Staff and students are held responsible for seeking appropriate materials and avoiding other potentially offensive materials. Individual users of the computer networks are responsible for their choices and communications over these networks.

Communications on the network are often public in nature. Users should not expect that files stored on the school's servers will always be private. Network administrators may monitor activities to maintain system integrity and ensure that the system is being used responsibly. The monitoring will include the size of folders, bandwidth use, downloading, and appropriateness of websites. If further monitoring becomes necessary, it will only be done with the authorization of the Superintendent.

Computer/Chromebook, Library, and Classroom Usage

Staff and students are expected to follow and comply with the technology usage procedure. All students, staff, independent contractors, consultants, temporary workers, volunteers and other persons or entities who use Academy technology shall be responsible for any unauthorized charges, fees, costs, damages, or injuries resulting from their use of the Computer Resources, or in accessing the Internet.

Email (General)

Internal and external email using GMail is a powerful communication tool. Be aware that it is possible for any email that you write to be forwarded. Send email only to intended recipients. Non-school-related email such as recommendations, jokes, etc. can be printed and posted on the bulletin board in the Mailroom / Staff Lunch Room with permission of the Principal or Supervisor and should generally not be sent to staff and/or students. Religious or political messages should not be circulated using GVRA email. We ask that you not forward the type of emails that say, "send this message to 10 people" or similar. Messages of this type often contain viruses or are used by spam companies to obtain real email addresses. With GVRA GMail you will have access to every staff and students' Academy email address. This is meant to be used for school-related matters only. It is not to be used for eCommerce (buying, selling, or advertising). Buying, selling, and advertising can be done by means of the Mailroom or Staff Lunch Room bulletin boards with permission of the Principal. Whenever possible, limit personal email to before and after school hours.

Email to Parents

Parent emails should only be sent by:

- Teachers for individual or class announcements. (Class announcements should be cc'd to principal);
- Principals, for school announcements/information/newsletters (cc'd to Superintendent);
- The Superintendent, for general information or emergency announcements (cc'd to the Board, Principal).

Emails to groups of parents must not have the parents' email addresses in the "To" box—they must be sent as "blind copies" ("BCC") to protect parents' privacy. The "To" box should contain the name of someone else at school—(ex. Principal or yourself). Because the recipient won't see his/her name on the message, it is important to clearly identify the subject of the message as coming from your school. For example: "GVRA message for Grade 9 parents". Without that clear subject label parents could be confused by who is sending the message to whom.

Installing Software

Staff and students do not have the privilege of installing software on hard drives or the network. The Principal will develop a Technology Plan in consultation with staff to determine Academy software. Install/download legal software only. If downloading from the web, ensure that the software is from a reputable source. If in doubt, ask the Principal or Network Administrator.

Bandwidth

Please be aware that streaming of music and videos, VoIP, games, and many other internet activities often use large amounts of bandwidth. Your activities may affect the activities of others. Please use sparingly.

Personal Laptops, Printers, Software and Other Equipment

Personal laptops, printers and other equipment currently may not be connected to the network in classrooms and labs or wirelessly. Staff members are responsible to install personal printers and other peripherals themselves, and provide their own consumables such as ink or toner. Paper from GVRA may be used for educational or instructional purposes only. Staff members are responsible to maintain their personal equipment themselves. No software from home or the Internet may be installed on the network or on Academy computers/Chromebooks. Staff using personal equipment must follow all rules outlined in this Use of Technology Agreement, even if not using the network or Academy's Internet connection.

Academy Property and Equipment Policy

Computers/Chromebooks and their peripherals and software plus the network are Academy property and staff and students are expected to adhere to this policy.

Prohibited Activities

Inappropriate or unlawful material. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in Academy computers or the Technology Resources. Users encountering or receiving this kind of material are to immediately report the incident to the Principal.

Prohibited Uses

The Academy's Technology Resources may not be used for dissemination or storage of commercial or personal advertisement, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political material or any other unauthorized use unless approved by the Principal.

SANCTIONS

Sanctions are at the discretion of the Principal and/or the Superintendent based on the circumstances and the gravity of the violation

Serious violations and repeat violations will be brought to the attention of the Superintendent who will decide disciplinary action if deemed appropriate

ACCEPTABLE USE OF TECHNOLOGY FORM

Gwynne Valley Rural Academy is pleased to offer to staff and students access to the Academy network. To gain access, all staff and students must initial the appropriate boxes and sign and return this form to their Principal.

I acknowledge that I have read and agree to comply with the Use of Technology procedure and the Acceptable Use of Technology guidelines.

As a user of the Gwynne Valley Rural Academy's computer network and equipment, I hereby agree to comply with the above stated Technology User Agreement and all further changes to the rules. If there is a discrepancy between this agreement and Procedure 1XX, Procedure 1XX is the pervading document.

Name (Printed) _____

Position/Grade _____

Signature _____

Date _____