



Directive on the Use of Internet, Network and Computers by the Students

Department responsible: Education Services	Approved by: _____ Director-General
Effective date: January 1 st 2003-	Amended September 4, 2007
Reference:	

It is one of the Kativik School Board's objectives to enable students to be competent in the use of computers and information technology.

1. Premises

- 1.1 [purpose](#) This directive sets the rules pertaining to the use of Internet, network access and computers by students in schools, Adult Education learning centers and any other facility under the jurisdiction of the Kativik School Board.

2. General principles

- 2.1 [definitions](#) In this directive, the following expressions mean:
- a) **chat:** the capability of engaging in "real-time" discussions with other Internet users;
 - b) **educational purposes:** use of the system for classroom activities, professional or career development and self-discovery activities. These may include academic exchanges, special projects, support services, curriculum and professional development activities;
 - c) **e-mail** (electronic mail) is the exchange of computer-stored messages by telecommunication, allowing students to communicate with people around the world;
 - d) **student:** a student at the regular, adult education or post-secondary sector using the KSB equipment;
 - e) **forum** (*discussion group*): a group of people who exchange messages about particular topics; it can also take the form of interactive message boards and e-mailing lists;

- f) **network**: two or more computers that are connected;
- g) **local administrator**: a school principal, a centre director, a director of an adult education centre, the director of student services for post-secondary students or their delegate;
- h) **spamming**: to send identical and irrelevant postings to many different e-mail addresses, forums such as chain letters, etc.

2.2 [application](#) All use of the Internet, Network and computers by students should be related to education and be consistent with the mission of the Board. KSB reserves the right to prioritize use and access to the system.

3. Acceptable Use for Internet and Computers / Students' responsibility

In consideration of the use of Internet, Network and computers, the student must respect the following rules:

3.1 [disclaimer](#) All students having access to the Board's computers or network must acknowledge that the Board does not accept any responsibility for the use or misuse of information acquired, as for any situation, issue, litigation that may arise from unauthorized use or contravention of the rules set in this Directive.

3.2 [educational purposes](#) The students shall use the Internet access and the computers for educational purposes only, unless otherwise provided.

3.3 [forbidden use](#) The student shall not engage in any of the following activities:

- a) using the network to create or distribute any image, sound, messages or other materials which are obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous;
- b) using the network for any activity that may be considered unethical or immoral;
- c) using obscene language;
- d) harassing, insulting or attacking others;
- e) damaging computers, computer systems or computer networks;
- f) violating copyright laws;
- g) using unauthorized password;
- h) searching or otherwise collecting information about others, including e-mail addresses, without consent;
- i) gaining unauthorized access to folders, work , files or accounts;
- j) employing the network for commercial purposes, except for educational projects accepted by the Director-General;
- k) requesting unnecessary and lengthy material that ties up

system resources;

- l) duplicating or using illegal software;
- m) downloading material without approval of the teacher;
- n) taking materials, writings or images of others and presenting them as if they were one's own (plagiarism);
- o) ordering or buying material or services;
- p) spamming or sending chain letters using the network;
- q) posting of personal information or images without the permission of the local administrator.

4. Extra-Curricular Activities

- 4.1 [Internet outside regular class activities](#) It is the sole decision of each educational center to set up extra curricular activities involving access to Internet, depending on the available resources.

5. Access to Forums, Chat, etc.

- 5.1 [students conduct](#) The forums are designed to promote the free-flowing exchange of ideas about student interests and activities. The opinions and views expressed by students are theirs alone.
- 5.2 [privacy](#) Due to the nature of the Internet and other factors, privacy in student communications cannot be guaranteed, and this should be kept in mind when deciding whether to transmit any information, be it confidential or otherwise.
- 5.3 [other forums, chat, etc](#) Registration to, or use of mailing lists, chat groups, commercial on-line services and other services outside the KSB Web site must be approved by the local administrator.

6. Copyrights and Software Licensing

- 6.1 [intellectual property on Internet](#) Intellectual ownership of the information on the Internet is considered to be in the public domain, for immediate direct access only. Specific requests for information and access are subject to copyright laws and site rules. Unless specifically acknowledged otherwise, the information accessed via the Internet is assumed to be the property of the site accessed, and cannot be distributed or modified without the express permission of the appropriate granting authority.

- 6.2 [software protection](#) KSB must respect the provisions of copyright laws in the area of computer programs and media. In an effort to discourage the violation of copyright laws and to prevent prohibited activities, the following rules are set:
- a) only legal copies of programs that are licensed to the Board may be used on KSB equipment;
 - b) no additional software, programs or games may be installed or downloaded on computers without the prior approval of the local administrator.

7. Security and integrity of the system

- 7.1 [maintenance and security](#) Computers and network are School Board property and as such are subject to review to maintain system integrity and ensure that students are using the system responsibly. This shall however be done within the limits of reasonable and appropriate verifications. Despite security precautions, there is no fail-safe measure to prevent an unauthorized individual from accessing stored files. The system administrators cannot guarantee the confidentiality of electronic correspondence. Students sending confidential information must ensure that there is an appropriate level of security in place.

8. Creation of web Pages

- 8.1 [school web page](#) Schools and classes may establish their own web pages within the KSB web site that present information about the school or class activities. The local administrator will designate an individual to be responsible for managing the school web pages. Teachers will be responsible for maintaining their class web page.
- 8.2 [links to other web sites and/or advertisement](#) Links created within a school web page or a student personal web may not be for commercial purposes or advertisement without specific authorization from the Director-General. Outside organizations may not use a school web page for their own benefit to advertise a product or event of a commercial, political or religious nature.

9. Sanctions for Violations

- 9.1 [consequences for misuse](#) Any violation by a student of any provision set in this Directive will result in disciplinary actions such as:
- a) suspension or removal of access to the network system and computers;
 - b) disciplinary measures as determined by the appropriate level of authority;
 - c) appropriate legal action including criminal prosecution.

10. Application of this Directive

- 10.1 [previous provisions](#) The present Directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 10.2 [responsibility](#) The local administrator shall ensure that student use of the Internet and computers conforms to the rules of this Directive.