

# COMPUTER AND INTERNET USE POLICY

## **Definition of Terms:**

- **Computers or computer stations** – means desk top, laptops or mobile units such as ipads.
- **Parent** – means in respect to a student (Grades 1-12) or child enrolled in an early childhood services program, the relevant individual referred to in subsection (2) of the Education Act.
- **Student** – means a person who is in accordance to the School Act:
  - (1) Enrolled in a school or
  - (2) Required under section 7 to attend school but does not include a child younger than 6 years of age who is enrolled in an early childhood services program.

## **References:**

This policy references the Education Act section 31 Student Responsibilities, section 32 Parent Responsibilities and section 16 regarding Diversity and Respect.

## **Background:**

The Phoenix Foundation and Phoenix Learning Centre provides computer stations and access to the Internet for the use of Phoenix Foundation students and staff in support of educational and research activities.

Internet users are expected to use this resource in a responsible and courteous manner, consistent with the purposes for which it is provided.

## **Requirements:**

1. The Phoenix Learning Centre's computer stations should only be used to support the educational, research, and administrative goals of the Phoenix Foundation. This includes searching other web sites as well as accessing specialized media. Users are responsible for maintaining an environment conducive to teaching and learning.
2. The Phoenix Learning Centre does not use filtering software. Users of the Internet must assume full responsibility for the materials they use. Because Internet content may originate anywhere and is largely unregulated and unmonitored, users may find sites where information is controversial, erroneous, biased, dated or offensive. Users are responsible for any direct or indirect damages they may suffer from the use of Internet services.
3. The Phoenix Learning Centre reserves the right to impose time limits according to the number of computer stations available, facility bandwidth requirements and the level of demand for computer stations or a particular database.

4. Users may not download or install software without the expressed consent of the Administrator on any computers or computer stations.

### **Unacceptable use**

5. Unacceptable use covers a broad spectrum of uses, many of which are either culturally, socially, or legally not acceptable.
6. Unacceptable use of the computing and networking systems includes, but is not limited to:
  - o Harassing other users, including the displaying or sending of graphics which may be reasonably interpreted as offensive;
  - o Attempting to circumvent security systems on any facility, or using a computer account without authorization;
  - o Developing or using programs that harass other users, or that damage the software or hardware components;
  - o Breaching the terms and conditions of a software licensing agreement;
  - o Using the Internet and computers in any way that violates Phoenix policy and any regulations, provincial law, or federal law.

### **Responsibilities of users**

7. The Phoenix Learning Centre's computers are available for study and research and are not to be used for personal e-mail, games, on-line shopping, gambling, etc., or for the installation of personal software, databases or spreadsheets.
8. Users are responsible for any infringement of copyright or software licenses that could result from the copying or distribution of material found on the Internet or licensed databases.
9. Users are responsible for any charges they may incur as a result of using fee-based services.
10. Users are responsible for any damage they may cause to computer systems or network.
11. Users are responsible for any losses or damages sustained by the Phoenix Learning Centre as a result of their Internet use or their violation of the security of the Phoenix Learning Centre's computer system.
12. Users are expected to close all programs before leaving a computer station.

## Penalties

13. Misuse of the Phoenix Learning Centre computing facilities may contravene not only the policies of the Phoenix Foundation but may contravene provincial law, federal law and human rights legislation. Infractions involving harassment will be forwarded to the appropriate authorities. The nature and severity of any infractions may result in disciplinary measures including, but not limited to, suspension of computing privileges and/or academic suspension, by the Phoenix Foundation and/or legal action as appropriate to the infraction.

**Date Reviewed: April 16, 2015**

Board Chair: \_\_\_\_\_

Board Secretary: \_\_\_\_\_

*\* Added the Definition of Terms and References to the Education Act. Updates terminology and formatting. Moved several paragraphs into background.*