Staff – Acceptable Use of Computers, Internet and Other Media

This release form is necessary and must be signed by all Prairie South staff members before they are allowed to work on any computer belonging to Prairie South School Division No. 210.

- Computer use must be consistent with the Goals of Education of Prairie South School Division #210
- <mark>Computers and division networks are provided for acceptable and work related purposes as per Table 1</mark>
- School Division computers shall not be used for:
    - disruption of computer use by others
    - infiltrating other computers or networks
    - damaging other software components
    - commercial or for-profit purposes, unless approved by the Director
    - sending hate mail or accessing deemed anti-social or violent, pornographic material or inappropriate text files (including profanity)
    - product advertisement or political lobbying, unless approved by the Director
    - re-posting information from the internet without the author's consent as this may break copyright laws.
- E-mail accounts may be monitored regularly.
- From time to time, Prairie South School Division #210 will make determination on whether specific uses of its computers are consistent with this policy.
- The Prairie South School Division #210 reserves the right to monitor internet use by the staff when using its computing and communications equipment.
- This release form is necessary and must be signed by all Prairie South School Division #210 staff members in order for staff to work on any computer belonging to Prairie South School Division #210.

I, the undersigned, have read, understand, and agree to abide by the regulations of Prairie South School Division #210. I am aware that there may be inherent risks associated with internet use that classroom supervision may not be able to prevent such as inappropriate websites appearing due to typing a faulty URL or inappropriate e-mail messages sent to staff. I am aware that failure to abide by these regulations may result in disciplinary action in accordance with School Board Policy.

Table 1:   Examples of Acceptable/Incidental/Unacceptable Usage

ACCEPTABLE		INCIDENTAL		UNNACCEPTABLE		
Acceptable	Acceptable/Incidental	Acceptable	Incidental/Unacceptable	Unacceptable	Contravenes Other Policies	Illegal
Looking for lesson plans on the Internet.	Viewing online streaming media with students for a curricular purpose.	Preparing a roster for your child's hockey team over lunch hour.	Preparing a roster for your child's hockey team, tying up the computer when a co-worker needs access.	Walking away from a computer while still logged on and *NOT* locking the computer (*Windows-Key + L-key*)	Excessive personal use of the computer (i.e. hours of work).	Running pirated/unlicensed version of software.
Accessing *Sask Learning* Website for resources.	Sending an e-mail to a colleague that deals with work and the schedule for your up-coming lacrosse tournament.	Sending e-mails to coworkers/others with birthday and holiday wishes.	Installing a screen saver program.	Sending division wide e-mails with 'puppies 4 sale' type messages.	Excessive personal use of the Internet (i.e. hours of work).	Making a libelous statement about a co-worker or student in an e-mail.
Sending a group e-mail with minutes from a meeting attached.	Downloading and installing software with prior authorization.	Browsing a news site during the lunch hour to keep up with current events.	Sharing username/password with a co-worker.	Downloading a trial version of a program and installing it without authorization.	Distributing racist or obscene jokes, pictures or graphics via e-mail.	Downloading, storing, distributing and/or selling child pornography.

Note: These are examples ONLY and NOT exhaustive or inclusive!

Glossary of Terms to Accompany Student & Parent/Guardian Release Form

E-mail: Electronic mail. Messages of text (although pictures and other computer files may be attached) sent from one user to one or more others.

Internet: The Internet is a collection of computers throughout the world which are connected mostly using telephone lines for the purpose of sharing information. Historically, the Internet was used mainly by governments and educational institutions. Today, the Internet is used by millions of people including individuals, small and large businesses, associations, schools, universities and governments. The most popular part of the Internet is the World Wide Web (The Web).

News Groups: The division of the Usenet component of the Internet into discussion topics. Used to share opinions on specific topics of interest, participants 'post' queries and replies to newsgroups, much like leaving messages on a bulletin board. Newsgroups can be 'un-moderated' (anyone can post) or 'moderated' (submissions are automatically directed to a moderator, who edits or filters and then posts the results).

Usenet: The collection of wide variety of on-line discussions organized into subject categories. Like a series of electronic bulletin boards where each topic is called a news group.

World Wide Web: The World Wide Web is a part of the Internet. The Web is the most popular part of the Internet because it provides a way for members to access information in the form of text, pictures, and even sound and video. The Web is sometimes called the multimedia part of the Internet.