

Student Acceptable Use Policy
Collingwood School, Morven Campus
Revised February, 2013

Collingwood School embraces the use of technology by students and faculty alike. Students are provided a secure account by the school which allows them to access the WWW and network space to save their files. It is a general policy at Collingwood School that all technology is to be used in a responsible, ethical and legal manner as outlined below.

Please ensure that you understand this document completely; ask any teacher if you have questions. You are required to sign and return the form indicating you will adhere to the guidelines below.

I. Network Access

1. My password for all school accounts (pcr, network login, Google Apps for Education) belongs to me only. I will change my password frequently and immediately if someone becomes aware of it. I am personally responsible for all action that occurs on any of my school accounts.
2. My network and Google Apps for Education accounts are a privilege. I will use my network space for educational files only and will adhere to data storage limits as outlined by computer services. It is my responsibility to maintain my network drive and back up material stored on the school network.
3. I will not attempt to gain unauthorized access to privileges, accounts, data, software, computers or networks.
4. I must not change, hack, or damage facilities, hardware, software, system files, or operating system software in any way that would prevent or interfere with the intended use of the computer system by others.
5. I will not use, attempt to use or have in my possession programs intended to crash the system or fraudulently imitate system responses.
6. I will not access blocked web applications like peer-to-peer sharing.

II. Computers (laptops and desktops) used on school property

7. When a computer is connected to the Collingwood network, their network traffic (bandwidth usage and applications that access the internet) is logged.
8. All computers on school property, including personal laptops, must be free of pirated software.
9. I may not use technologies that are not directly related to the class *during class time* unless granted permission by my teacher.
10. I must not publish anything on-line that is not my own unless I am given direct permission from the author or owner.
11. All guidelines apply to any netbooks, Kobos or other technology devices signed out from the school.

III. Student Printing

12. Students will only print to designated printing stations.
13. Only school materials may be printed at school.
14. Printers will not be added to any computer that does not conform to the criteria in section II.

IV. Publishing to the Internet

15. I will not use any inappropriate or disrespectful language in my public or private messages or any other written material I post to the Web. This includes online postings I make on social networks, forums or blogs.

16. I understand that I am responsible for the content of all material I publish on the Web and will not publish anything that causes disrepute to Collingwood School, its students and/or its employees.
17. I understand that all material posted to the Web is public and, as such, directly impacts my reputation and the reputation of Collingwood School.
18. I will obtain consent from individuals involved before taking or posting images or video (including live webcams) to the web.
19. I will adhere to all copyright laws and will not use my account to plagiarize; any material that is used must be appropriately acknowledged (see Collingwood School Plagiarism Document).

If you break any of these rules, you will be subject to school sanctions (see note below). You may be subject to legal action by the proper authorities where violations of provincial or federal laws have occurred.

V. BYOD: Bring Your Own Device

Collingwood School is committed to aiding students and staff in creating a 21st century learning environment. Students will continue to be able to access our wireless network with their personal devices (laptops, netbooks, tablets, smart phones, etc) during the school day. With classroom teacher approval, students may use their own devices to access the internet, complete learning activities assigned by the teacher, collaborate with other students; essentially they will use their personal device to further their learning. By allowing students to use their own technology on campus we are hoping to increase the access all students have to the technology they need to enhance their learning environment and better understand they way they learn.

Students who bring their own device to school must adhere to all elements of the AUP as listed on this document.

Furthermore, please understand that:

20. We live in a connected world where an online presence and understanding of making valuable and ethical online connections is vital. At Collingwood, we strive to help students become producers of online content instead of only consumers. Adhering to this AUP is vital for student learning.
21. Publishing your work or ideas on the internet is a very public activity. You should think carefully about anything you want to publish. Even if you delete something after you have published it, it can be found on the web for years afterwards. You shouldn't publish anything you aren't comfortable with anyone viewing (parents, teachers, future employers).
22. Your school account associates you with Collingwood School, as does your membership in any Collingwood School Network (even if it is not generated or managed by the school). Be mindful of this if you are contemplating posting anything that goes against the Collingwood School Honour Code.
23. It is unwise to publicize your home address or phone number or other highly personal data on any websites.
24. We expect all students of Collingwood School to have Internet access, to handle it responsibly and to use it as a learning tool.

NOTE: School Sanctions for students can mean, anything from being banned from the networks and the computers on campus (even their own while at school), to detentions, to suspensions and expulsion, and possible legal action.