



Riverside School Board

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1. Statement

Riverside School Board recognizes the importance of technology with regard to its educational mission.

Riverside School Board also acknowledges the importance of having technology resources available to its students, employees, trainees, volunteers and members of various committees.

However, Riverside School Board requires that the use of these resources be consistent with the school board's pedagogical and administrative objectives.

As proprietor and administrator of its technology resources, Riverside School Board has the obligation to ensure that their use complies with general rules of ethics, courtesy, laws and regulations.

2. Objective

The objective of this policy is to establish a general framework applicable to users of the school board's technology and to ensure that its educational mission and the various laws and regulations governing this sector of activity are respected.

The administrative guidelines, which are annexed to this policy, include the following:

- Description of the rules governing the use of technology in relation to the school board's educational mission and laws and regulations;
- Description of rights and obligations applicable to users and network administrators;



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- ➔ Description of norms governing the use of these resources in order to ensure that copyright laws, privacy of users and protection of personal information kept by the school board are respected;
- ➔ Preservation of the school board's integrity as a responsible educational institution;
- ➔ Description of responsibility with respect to the implementation of this policy.

3. Application

This policy applies to all users of school board's technology: students (youth and adult), all employees, trainees, volunteers, members of various committees, as well as all individuals who have access to technology of the school board.

This policy applies to individuals using technology for professional and personal activities, regardless of where the activity is being performed and includes all compilation, input, processing or data from any computer.

4. Definitions

The following definitions apply to this Policy:

- ➔ **Network Administrator**
Person responsible for ensuring the efficient operation of one or many servers, databases or the network in general.
- ➔ **Copyright**
Rights granted by law to a copyright holder. The definition of 'exclusive right' means that only the copyright holder can publish, produce, reproduce, perform or display publicly, by means of technical resources or any other means, translate, adapt or remake his or her work, in part or in whole, or authorize an individual to do so. Execution of any of the above without the authorization of the copyright holder constitutes a violation of copyright law.
- ➔ **Personal Information**
Information by which a person can be identified in accordance with the Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information.
- ➔ **Computer Network or Telecommunication Network**
A network consists of devices and software that allow data communication between computers.



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➔ **Technology Resources**

Servers, computers, computerized work stations and their unit or peripheral accessories used for reading, storage, reproduction, printing, transmission, reception and processing of information and all telecommunication and telephony equipment.

➔ **User**

Youth or adult students, employees, commissioners, students' parents as well as all natural or moral persons required or authorized to use technology.

➔ **Internet**

Global data network system of telecommunication resources and interconnected computer servers and clients enabling users to exchange electronic messages and multimedia information and data. It is achieved using a common Protocol that enables peer-to-peer sharing of messages by independent data packet.

5. Legal Basis

The basis and interpretation of this policy are established in accordance with various laws and regulations governing this type of activity, namely:

- ➔ Civil Code of Québec
- ➔ Copyright Act
- ➔ Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information

6. Pedagogical Basis

Electronic data processing, telecommunication and Internet are essential and indispensable tools necessary to fulfill the school board's educational mission. These tools also have inherent risks which must be taken into consideration and may necessitate the restriction of some Internet content.

The adoption of a code of ethics is intended to ensure that the use of technology is consistent with the school board's mission.

7. Code of Ethics

For the purpose of implementing this policy, the school board and its schools will define the conditions under which technology may be used.

The general rules pertaining to the use of technology by all employees, network administrators, trainees, volunteers and members of various committees shall be established and approved by senior management.

Specific rules pertaining to the use by students shall be established by a code of ethics and determined by each Governing Board.



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8. Responsibility

The Director of Technology is responsible for the implementation of this policy.

This responsibility is carried out in consultation with Directors of Administrative Units (departments, schools and centres).

9. Coming into Force

This Policy shall come into force on the date of its adoption by the Council of Commissioners.



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Administrative Guidelines Governing the Use of Technology

1. Description

This document is referred to as 'Administrative Guidelines Governing the Use of Technology' and bears the number xxxxx.

2. Application

The document applies to all users of technology belonging to Riverside School Board: students (youth and adult), all employees, trainees, volunteers, commissioners and members of various committees as well as any other person who has access to the technology resources of the school board.

3. Objectives

The purpose of these administrative guidelines is to:

- Define the rules governing the use of technology and ensure that the educational mission of the school board is respected;
- Define the rules governing the use of technology and ensure that laws and regulations are respected;
- Define the rules pertaining to the rights and obligations of users of technology and network administrators and ensure that copyright laws, privacy of users and protection of personal information kept by the school board are respected;
- Preserve the integrity of the school board as a responsible educational institution.

4. Definitions

- **Network Administrator**
Person responsible for ensuring the efficient operation of one or many servers, databases or the network in general.
- **E-mail (electronic mail)**
Messages transmitted electronically.
- **Courseware**
Programs designed for educational purposes; i.e. the teaching of a subject or method, or the acquisition of knowledge.



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➔ Copyright

Rights granted by law to a copyright holder. The definition of 'exclusive right' means that only the copyright holder may publish, produce, reproduce, perform or display publicly, by means of technical resources or any other means, translate, adapt or redo his or her work, in part or in whole, or authorize an individual to do so. Carrying out any of the above without the copyright holder's authorization constitutes a violation of the copyright law.

➔ Software

Programs needed to operate an information processing system on a computer.

➔ Software Package

A complete and documented set of programs supplied to users for a generic application or function.

➔ Personal Information

Information by which a person can be identified in accordance with the Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information.

➔ Computer Network

A computer network consists of devices and software that allow computers to communicate with each other.

➔ Technology

Servers, computers, computerized work stations and their units or peripheral accessories used for reading, storage, reproduction, printing, transmission, reception and processing of information and all telecommunication and telephony equipment.

➔ User

Students (youth and adult), all employees, trainees, volunteers, commissioners and members of various committees as well as any other person who has access to the technology resources of the school board.



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➔ Internet

Global data network system of telecommunication resources and interconnected computer servers and clients enabling users to exchange electronic messages and multimedia information and data. It is achieved using a common Protocol which enables peer-to-peer sharing of messages by independent data packet.

5. Rules Governing the Use of Technology

5.1 Respect of the School Board's Educational Mission

5.1.1 Primary Use

Access to technology resources is provided to users for the purpose of teaching activities, acquisition of knowledge, management, administrative tasks and community support within the performance of their duties that are consistent with fulfilling the mission of the school board, its schools and centres.

5.1.2 Personal Use

Personal use of the technology of the school board is authorized outside working hours under certain conditions, namely:

- ➔ The network's performance for other employees or the user himself must not be adversely affected;
- ➔ The pedagogical activities of student-users or activities of any other students must not be adversely affected;
- ➔ The user bears the responsibility of costs incurred for restoring equipment to its original state, and for lost or damaged equipment; the amount will be determined by the School Board.

5.2 Respect of Copyright and Intellectual Property

5.2.1 The user must, at all times, respect copyright law and intellectual property law in accordance with the Copyright Act pertaining to:

- ➔ Text, graphical and audio content circulating on Riverside School Board's network (i.e. files, e-mails);



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- Text, graphical and audio content posted on Riverside School Board's network;
- Downloading of software from Websites, FTP or any other sites;
- Purchase and installation of software from CDs, DVDs or all other means of data storage;
- Use of a logo or trademark.

5.2.2 In certain instances, the following actions may contravene compliance with laws governing copyright and intellectual property:

- Downloading a file;
- Digitizing a printed document;
- Editing a third party's photography or text;
- Posting music on the Web;
- Posting a third party's artistic work where the work is protected by copyright.

5.2.3 The reproduction of courseware, software or software packages is authorized for the Department of Technology but only as a means of security copies and in compliance with the provisions of the license.

5.2.4 Users must respect the confidential content of messages circulated on the network and must not intercept, read, modify or delete a message that is not addressed to him or her unless specifically authorized to do so by the recipient.

5.3 Respect of Users' Privacy

5.3.1 The school board respects the privacy of its users. However, the fact that access to technology is available to users for the purpose of contributing to the mission of the school board, its schools and centres, the users' right of privacy is limited. Equipment, work files and e-mails must be accessible at all times to department administrators or the network administrator.

5.3.2 The school board reserves the right to access any system, without prior notification, to inspect and control the content of its data.



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5.4 Protection of Personal Information Held by the School Board

5.4.1 Information contained in technology resources is confidential when the information is of a personal nature or when it is information held by the school board under the Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information or the Civil Code of Québec.

6. Rights and Obligations of Users of Technology and Network Administrators

6.1 Users of Technology Resources are required to:

- 6.1.1 Respect individuals, their privacy, and personal or confidential information when sending messages and/or images;
- 6.1.2 Respect the educational project of the school;
- 6.1.3 Respect Copyright Law and Intellectual Law;
- 6.1.4 Respect security measures established by the school board.
- 6.1.5 Respect proper etiquette and code of ethics

6.2 Unauthorized Conduct

6.2.1 Use of technology resources for unauthorized or illegal purposes is strictly forbidden, amongst others:

- Downloading, storing and posting files which are vulgar, slanderous, disruptive, abusive, or discriminatory towards race, color, gender, sexual orientation, civil status, religion, political beliefs, language, ethnic or national origin, social status or handicaps;
- Downloading, storing and posting files or images of cruelty, violence, indecency, pornography, racism or any other illegal matter which does not reflect the educational mission of the school board or its schools and centres;
- With respect to propaganda, harassment, bullying, threats or playing a practical joke;
- With respect to transmitting publicity, chain messages, Web publishing, promotional matters or doing transactions for a private business;
- With respect to gambling or betting;
- Participating in activities such as software piracy (music, games, software, etc.) and breach or blockage of the information processing system;



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- ➔ With respect to tarnishing the reputation of a person, the school board or its schools and centres;
- ➔ Participating in game sites on the Internet, unless it is for the purpose of a closely supervised pedagogical or extracurricular activity;
- ➔ For personal reasons which could hinder the performance of the network or the speed of the network connection; e.g.: radio or television station tuning via Internet, downloading movies, music or video files via Internet or using peer-to-peer software.

7. Preserving the Integrity of the School Board

7.1 Penalties and Sanctions

- 7.1.1** Users who violate the provisions of the rules established by Riverside School Board may be subject to penalties and sanctions as per the rules and regulations of the board, disciplinary measures prescribed by regulation, collective agreements governing personnel, schools' codes of conduct and security measures governing students.

7.2 Enforcement of the Present Rule

- 7.2.1** The immediate superior, or the school principal in the case of a student, is responsible for imposing sanctions, if necessary.