

# The Dufferin Peel Catholic District School Board

## Network Use and Security Policy

In the spirit of its Mission statement, the Dufferin Peel Catholic District School Board has developed and installed a Wide Area Network connecting all of its sites together. Included in the many services planned to be made available on the Board Network will be access to the Internet. In developing the Board Wide Network, the Dufferin Peel Catholic District School Board strives to achieve educational excellence, and to enhance the educational experience through the sharing of resources, access to information, innovation, communication and collaboration. By helping education extend beyond the classroom, this network will enhance the ability of our educators and students to meet the challenges of the future.

It must be noted however, that school boards do not have control over the information that is accessible on other networks, nor can they erect barriers which completely limit access to the full range of information available. Information located on the Internet may contain matter which is illegal, defamatory, pornographic, inaccurate or potentially offensive to some people.

The benefits to educators and students far exceed any disadvantages of access. Ultimately, parents and guardians of minors, supported by the boards and teachers are responsible for setting and conveying the standards that their child or ward should follow.

The network that has been developed has been designed to allow access to, and promote the use of the vast information resources that are available both within our organization and on the world wide Internet from anywhere in the Board. Students and Staff are encouraged to seek out and utilize resources on the network that improve their personal skills, and efficiencies. It is expected that at all times staff and students of the Dufferin Peel Catholic District School Board will abide by all other rules and regulations in place including the Student Code of Behavior in the use of network resources.

It should be understood that it is the policy of the Board that it will make every reasonable effort to ensure that access to the negative aspects of global communications are limited, and to that end the following regulations have been developed.

### **Regulations:**

These policies are to apply to all uses of Board owned and operated information technologies. Including, but not limited to, Internet Access, Local Area Networks, Wide Area Networks,

Electronic Mail systems, Telephone systems, Servers, and Workstations.

The following activities are prohibited on the Dufferin Peel Network regardless of the method being employed to gain access to the network. Users are forbidden from:

- Engaging in illegal, unethical, or malicious acts.
- Intentionally sending files or messages containing programs designed to disrupt other systems.(Commonly known as virus')
- Accessing any resource without explicit authorization inside or outside of the Board network.(Commonly known as hacking)
- Possessing, using, or transmitting unauthorized material (ie. copyright protected)
- Creating, possessing or distributing unlawful information on any computer system accessed through the Dufferin Peel Network. This includes pornographic, obscene, or other unacceptable material.
- Sending messages which include profanity, sexual, racial, religious or ethnic slurs or other abuse, threatening or otherwise offensive language.
- Revealing of personal information contrary to the Municipal Freedom of Information, and Protection of Privacy Act.
- Using the network for commercial or political objectives.

Contravening any of the above regulations will be dealt with in the same manner as any other breach of Board policy or code of behavior. Inappropriate use may result in disciplinary action, up to and including dismissal.

### **Conditions of Use:**

Access to the Dufferin Peel Network is at the users own risk. Student use must only occur under the supervision of Dufferin Peel staff The Dufferin Peel Catholic District School Board makes no warranties, whether expressed or implied with respect to network services and it specifically assumes no responsibilities for:

- The accuracy or quality of any advice or information obtained by from any source accessed via the network.
- Any costs, liability or damages caused by the use of the network.
- Any consequences of service interruptions or changes in services including; loss of data resulting from delays, non-deliveries or mis-deliveries, even if these disruptions arise from circumstances under the control of the Board .

It should be noted that electronic communications via the Dufferin Peel Network is not guaranteed to be private. System administrators do have the ability to intercept electronic communications, and although communications are not to be regularly monitored, there is to be

no reasonable expectation of privacy when using the network.

It is critical to the security of the Dufferin Peel Network, that all users do their part to safeguard the security precautions in place. If any users should feel that they can identify a security problem on the network, they must notify a system administrator. Users are prohibited from:

- Demonstrating a security problem to other users.
- Using another's account,
- Sharing accounts and passwords

### **Acceptable Uses**

The following is a partial list of activities which are acceptable uses of the resources. It should be noted that it is not intended to be a comprehensive list, but rather, to provide examples of what sort of activity is acceptable

- Using resources to communicate with friends and families
- Performing research for work or personal projects
- Investigating potential new applications for the technologies
- Distributing work related information to specific groups of users
- Completion of any work related task.
- As a study Guide
- Use public folders to advertise articles for sale, Information about upcoming events, News Items, or Retirement notifications.

### **Unacceptable Uses**

The following list is intended to give examples of uses that are not acceptable to the Board. Unacceptable uses of network resources include, but are not limited to:

- Knowingly creating or distributing viruses
- Sending Chain e-mail or other unsolicited (spam) messages.
- Any commercial use
- Dissemination of political information or messages
- Distributing any controversial Literature contrary to Policy 2.10.
- Sending messages to system wide e-mail groups outside your main work site without the prior approval of your principal or department manager.

- Undertaking any illegal or unethical activities.
- Using profanity or otherwise unacceptable language.