

## South Island Distance Education School (SIDES)

### Acceptable Use Policy – May 2007

Through SIDES, students are able to access information from around the world and bring it to their computers via the Internet.

To do this successfully, SIDES must be regarded as a shared resource. It is, therefore, imperative that members of the SIDES community conduct themselves in a responsible, decent, ethical, and polite manner while using the internet or SIDES network. The following is a list of guidelines.

1. Using SIDES for illegal, inappropriate, or obscene purposes or in support of such activities is prohibited.
2. Any use of SIDES for product and/or service advertisement or political lobbying is prohibited.
3. SIDES accounts shall be used only by the authorized owners of the accounts. Account owners are responsible for all activity within their accounts.
4. SIDES is a publicly-funded resource and as such must be used in moderation.
5. Disk storage space on the SIDES servers is limited; consequently users should store information on the servers in moderation.
6. Members are expected to remove old email messages in a timely fashion and the system administrators may remove such messages if not attended to regularly by the user.

#### **Inappropriate use of the SIDES account includes, but is not limited to, the situations which follow:**

1. You may not use SIDES computing or networking equipment to:
  - transmit any materials in violation of Canadian laws;
  - duplicate, store, or transmit pornographic materials;
  - transmit or post threatening, abusive, or obscene material;
  - duplicate, store, or transmit copyrighted material that violates copyright law.
2. You may not violate, or attempt to violate, the security of the SIDES computers, data, or network.
  - Any attempts to access unauthorized data on SIDES will result in termination of the account.
  - Any attempts to vandalize SIDES accounts or systems will result in termination of the account. Vandalism is defined as any malicious attempt to harm or destroy data of another user, SIDES, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
  - Use of another individual's SIDES account or password without his or her knowledge is prohibited.
  - Any user identified as a security risk or having a history of problems with other computer systems may be denied access to SIDES.
3. When interacting on the Internet, **DO NOT**:
  - use abusive, vulgar, profane, obscene or other inappropriate language;
  - repost personal e-mail that you receive to public forums (e.g., listservs, newsgroups) without the permission of the author.

4. As a SIDES account holder, **DO NOT**:
  - distribute or use anyone else's SIDES login details;
  - reveal anyone else's personal address or phone number
  - share your SIDES password with others. Remember, SIDES accounts are to be used only by the owner of the account. Account holders are responsible for all activity within their account.
  
5. SIDES network is a shared resource and you should use it in such a way that it doesn't disrupt the services to others. **DO NOT** use SIDES network:
  - for business purposes;
  - for product and/or service advertisement or political lobbying;
  - to send chain letters;
  - to play network intensive games;
  - to download excessively large files
  - to harass other users with unwanted messages.

### **What is Plagiarism?**

- Plagiarism is presenting somebody else's ideas or words as your own.
- If you paste words or paragraphs from another document (for example, from a web site) into a report you are writing, it is plagiarism.
- If you slightly reword material from another document (for example, from a web site or book) in a report you are writing, it is plagiarism.
- If you use really good phrases or quotes from another person without putting them in quotes and saying where you got them (citing your sources), it is plagiarism.
- If you use information that is public knowledge (e.g., "BC is a province in Canada."), you don't need to worry about it - it is not plagiarism.
- How to avoid Plagiarism
  - Don't copy and paste.
  - Jot down notes when you are researching and create your own paragraphs.
  - If you see a phrase that expresses something perfectly, use it - but cite the source (tell where you got the phrase and who wrote it).

### **Other provisions**

The Acceptable Use Policy shall be interpreted, construed and enforced in all respects in accordance with the laws of the Province of British Columbia. Each party irrevocably consents to the jurisdiction of the courts of the Province of British Columbia, in connection with any action to enforce the provisions of the Acceptable Use Policy, to recover damages or other relief for breach or default under the Acceptable Use Policy, or otherwise arising under or by reason of the Acceptable Use Policy.

SIDES reserves the right as final authority on the use of the SIDES network, systems, and services, as well as the issuing of SIDES accounts. This acceptable use policy is applicable to all members of the SIDES community for the 2007-2008 academic year.

## **Parent Consent Guidelines for First Class Account**

Your child, or your child's teacher, has requested an Internet account, and a First Class account with the South Island Distance Education School (SIDES). For an account to be given to your child by the school district, it is necessary for you to sign a consent form.

The South Island Distance Education School is part of a provincial educational network. Its purpose is to give students access to resources that will support their program. For example, students can use email to communicate with experts (e.g. scientists), teachers and mentors, and other students throughout the province, the country and the world. They can also use electronic tools to access current information in international libraries, public databases, and on the Internet. Use of these accounts will provide students with technological skills and will promote their understanding of telecommunications. These skills and this knowledge are critical for citizens of the 21<sup>st</sup> Century.

However, access to the Internet is accompanied by certain risks to which you must be alerted. These risks have prompted law enforcement agencies to warn communities and governments about the dangers of unscrupulous persons using the Internet to exploit children. Teenagers are particularly at risk because they have access to online chat lines, downloading inappropriate materials, contacting and meeting with "online" friends, and email harassment.

Although the First Class environment is password protected and accessible only by staff and students, the Internet is open to all. Despite the best efforts of your child's teacher to educate and protect the individual student, these communications tools may be used inappropriately. This can range from receiving unwanted or improper email and accessing offensive, racist or obscene material, to child abductions. SIDES will take steps to prevent this by canceling accounts and referring violations to the police or appropriate authorities. However, you should be aware that the potential for this type of problem does exist, in spite of SIDES and your school district's best efforts to prevent it.

### **Recommendations to Parents**

- ◆ Place the computer with Internet access in a "public" place in the home.
- ◆ Be aware of how much time your child is spending online.
- ◆ "Surf" the net with your child. Use search engines specifically designed for children, e.g. Yahoo!igans. Your teacher will have other suggestions.
- ◆ Encourage your children to let you know immediately if they receive a communication that makes them feel uncomfortable.
- ◆ Be sure your child does not reveal any personal information when on the Internet if involved in user groups or chat rooms. Other participants may not be who or what they claim.

**Please retain the Acceptable Use Policy document and the Parent Consent Guidelines for your personal reference. Complete and return the signed permission form to the school.**