

ACCESS TO ONLINE LEARNING RESOURCES

Background

The introduction and growth of online information services is providing educators with new opportunities and challenges. The dynamic nature of online information services makes total regulation and control impossible. The District will take steps to try to prevent students from accessing information that does not meet our Administrative Procedure 251 - Selection of Learning Resources. The role of professional staff includes not only selection of resources but also guiding access to resources. This Administrative Procedure on access to online learning resources is based on the following principles:

- Students will be given access to online learning resources selected in accordance with Administrative Procedure 251 - Selection of Learning Resources.
- The role of professional staff is extended from selection of learning resources to guiding access to online learning resources.

Definitions

Online Information Service any electronic service that delivers information (e.g. text, images, sound) via a network, e.g., telephone, cablevision, microwave, satellite broadcast, computer network.

Online Learning Resource an online information service that provides information, which assists student learning, as defined by provincial or local curricula.

Procedures

1. User Rights

- 1.1. All users will be informed of their rights and responsibilities as outlined in this Administrative Procedure. They will be advised that their online activities may be monitored.
- 1.2. Users have the right to be free from harassment and unsolicited contact.
- 1.3. All users shall respect each other's personal privacy. In the event of a complaint, or report of a user's abuse of his/her privileges, the District has the authority to monitor that user's online activities, including their private messages.
- 1.4. Student users have the right to access information that is free from hate propaganda, sexist, homophobic, racist, pornographic, or obscene content.
- 1.5. Student users have the right to access network electronic mail, selected public network forums, and selected educational network resources.
- 1.6. Professional and support staff users have the right to full access to online learning resources.

2. User Responsibilities

2.1. All Users

Users who violate the following conditions may have their online access privileges withdrawn.

- 2.1.1. All users will keep their password to online learning resources confidential and will change their password on a regular basis. Students will not disclose their password to anyone other than their teacher.
- 2.1.2. When accessing online learning resources, all users will maintain the same standards of good taste as exists in their classroom. Users will refrain from swearing or making comments that would offend others or accessing information that does not meet the standards of Administrative Procedure 251 - Selection of Learning Resources.
- 2.1.3. Users agree not to sell, publish, or commercially exploit information obtained from online information services, unless written permission is obtained.
- 2.1.4. Users agree not to upload copyrighted software, divulge security codes, damage data, or engage in any other illegal activities.
- 2.1.5. Users will not use their access privileges for sales promotion, electronic chain letters, posting a message to multiple message areas, or to promote, without approval of the system administrator, causes or events.
- 2.1.6. Users will not attempt unauthorized access to online information services, devices, or resources.

2.2. Professional and Support Staff

- 2.2.1. Professional and support staff will recognize that they have different access privileges than students and, therefore, will ensure that their account passwords are kept confidential.
- 2.2.2. Professional and support staff will maintain security procedures to protect the rights of users and prevent unauthorized access that could result in unapproved costs to the school.
- 2.2.3. Professional staff will instruct students of their rights and responsibilities in accessing online learning resources.
- 2.2.4. Professional and support staff will respect the privacy of users and will comply with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.
- 2.2.5. Professional staff will authorize and guide student access only to those online information services whose resources meet the standard of Administrative Procedure 251 - Selection of Learning Resources.

Reference: Sections 17, 20, 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
School Regulation 265/89

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