

# INFORMATION TECHNOLOGY (IT) POLICY

## ***Policy for the Acceptable Use of the School Computer Network and the Internet***

Bodwell High School's wireless network provides data communication links both within the school community and to external sites accessible through the World Wide Web. Internet services and technologies offer valuable learning experiences for students and sources of information for teachers. At the same time, there are potential hazards. Bodwell High School maintains a firewall to exclude inappropriate content from our network. However, this due diligence cannot prevent the downloading of music or video files, and cannot block access to instant messaging and mailing lists. It is therefore possible that students could be exposed to subject matter and language that is not reflective of Bodwell's mission and vision. As is the case with all modes of communication, computer and telecommunications technologies offer opportunities for positive and negative use. As a result, Bodwell High School is committed to increasing awareness with respect to acceptable and unacceptable use of computer resources. This effort will provide a clear informational and policy framework that will allow students to "do the right thing" when using computer technology.

The school supports the provision of an internal network and access to Internet services to support student learning. The school wishes to inform parents of the benefits of Internet access to students and, at the same time, advise parents of the potential for misuse which may result from access to the school-wide network and Internet. In providing Internet access for students, the school also affirms that it will actively restrict the creating, distributing, or accessing of any material during class time which is not suitable for classroom learning; and will not permit at any time the creating, distributing, or accessing of material that is offensive, disrespectful or inappropriate in a school setting.

## ***Appropriate Use of the School-wide Network and the Internet***

Following is a list of guidelines and a list of specific behaviors that may lead to disciplinary action, and/or suspension or limitation of network access privileges:

- (1) The school's local network is intended only for educational purposes and for the business and administrative functions directly in support of the school's operation.
- (2) Network services, and access to these services, shall only be used by authorized persons. Where password protected accounts are used, network users are personally responsible for all activity that occurs within their account.
- (3) When interacting with other users on the school network or Internet, users are expected to behave as they would in any other environment where they represent

their school. It is important that users conduct themselves in a responsible, ethical, and polite manner in accordance with the school's standards of propriety.

- (4) Using the school's network and the Internet for illegal, obscene, harassing or inappropriate purposes, or in support of such activities, is prohibited.
- (5) The school's network is a shared resource and must be used in moderation. For example, the school network should not be used for the downloading of music or movies. From time to time, users may be asked to limit or relinquish access to high priority processes.
- (6) Students are not permitted to circumvent the school's network through the use of alternative devices such as wireless USB internet connections or through the use of proxy services to bypass the school's web filter.
- (7) Users are advised that computer systems belonging to the school may be inspected or monitored at any time if misuse is suspected.
- (8) Students are advised that their laptop computers may be inspected or monitored at any time if misuse or malware on the computer is suspected.
- (9) All above rules apply whether school network access is gained from in or out of the school setting.
- (10) Inappropriate use of network services includes, but is not limited to, the following:
  - (a) Users may not use the school's network or computing equipment, or their own equipment used for school purposes, to: transmit any materials in violation of Canadian laws. Storing and transmitting pornographic materials, post threatening, abusive, obscene or harassing materials. Store, or transmit copyrighted material that violates copyright laws or participate in pyramid schemes or chain mail harassment of other users.
  - (b) Users may not violate, or attempt to violate, the security of the school's computers, data or network equipment or services by using proxies, VPN, Torrents, anonymous / encrypted software (TOR / Freenet).

Any attempts at unauthorized access of school data or staff Wi-Fi will result in termination of the user's computer and network privileges.

Any attempt to vandalize school network accounts or systems will result in termination of the user's computer and network privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, the school, 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 password-protected account is prohibited.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the school's networks and services.

- (c) Users may not: use abusive, vulgar, profane, obscene, harassing, or other inappropriate language; re-post personal electronic mail received to public forums (e.g., list serves, newsgroups, Facebook, Twitter) without the permission of the author.
- (d) Users may not: share password(s) with others; distribute or use anyone else's account name and password; reveal anyone else's personal address, phone number, or picture without consent (and, in the case of students under 19 years of age, parental consent); use network access for business purposes or anything else not related to the individual's position in the school.

### ***Boarding***

Unless herein stated, school rules for acceptable use of the internet should be consulted. However, students living in the Boarding will not be restricted to purely academic internet sites outside of school hours and study time. As the Boarding is a home, a wider list of sites will be permitted, which include sites for entertainment, communication and social media. Specifically concerning these types of sites, the following Boarding rules should be adhered to so that students use the school network in a fair, responsible and appropriate manner. This will ensure that the Bodwell school network's safety and security is not compromised and that its performance is not inhibited, thereby guaranteeing a high standard of internet for all student users.

### ***Internet Availability***

Sunday to Thursday (school nights) – 4:00pm until 11:00pm

Friday/Saturday (weekends & special holidays) – extended until 1:00am

### ***Study Time Usage***

During study time, school internet rules will apply and be monitored by staff to ensure a high standard of tutoring.

### ***Responsible Use of Non-Academic Content***

#### ***Social Media***

Social media applications and websites such as Facebook are permitted during non-academic Boarding hours, yet they should be used responsibly. If inappropriate usage is reported and proven, access to the application will be cancelled.

#### ***Gaming***

Using the internet and network for gaming purposes is permitted as long as the student's academic performance does not suffer. If a student is performing below their academic potential, gaming privileges will be taken away.

### *Addictions*

Due to the rise in internet, gaming and computer addictions, Bodwell staff will monitor students' behaviour to ensure that technology is used responsibly and in conjunction with Bodwell's overall internet policy.

**Student Registration Form**

Bodwell High School provides a school-wide computer network for instructional purposes. This includes communication links among members of the school community, and a connection to internet sites outside the school. Electronic information is often much more current, less expensive, and easier to access than conventional sources. The World Wide Web has provided a vehicle for students to create and share projects on a global scale.

The primary purpose of the school-wide network is to enhance student learning. For example, students can use electronic mail and the World-Wide-Web (WWW) to communicate with experts in various fields of study, professionals working with students, and other students throughout the province, the country, and around the world. Students can use electronic tools to access current information in international libraries and databases (e.g. reports from a recent UN conference, research on Salmon in the Fraser River).

At the same time, there are potential hazards. While our staff makes every effort to avoid misuse of the Internet services, has a content filter in place, and requires all students to have an anti-virus program installed on their computers, students may receive offensive communications and may access material which is not appropriate. As with other methods of communication, there are opportunities with computer networks for students to create and distribute inappropriate materials and to conduct themselves in ways that are unacceptable.

The accompanying registration form has been provided to: acknowledge that while every effort is made to ensure that students do not access inappropriate material, the possibility does exist for that to occur advise you that any inappropriate use by the student will result in appropriate disciplinary action by the school. Your cooperation in assuring that this form is signed and returned to the school is critical to our operation of this educational service.

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Date: \_\_\_\_\_

**STUDENT:** I have read the Bodwell High School "Policy for the Acceptable Use of the School Computer Network and Internet" and agree to abide by the provisions therein.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student's Signature

**PARENT/GUARDIAN:** I have read the Bodwell High School "Policy for the Acceptable Use of the School Computer Network and Internet." I understand that network services are intended for educational purposes. I understand that any other use is in violation of the Acceptable Use Policy and subject to remedial action on the part of the school. Bodwell High School has taken reasonable precautions to eliminate inappropriate material from its network

systems. However, I also recognize it is impossible for the school to restrict access to all inappropriate materials that exist outside its network.

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Parent/Guardian Name (print)

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Parent/Guardian's Signature

### ***Bodwell High School Laptop Policy***

The Bodwell High School laptop policy is an addendum to Bodwell's Acceptable Use of Internet Policy. From September 2015 the IT department will begin to issue BHSD (Bodwell High School Device) laptops (Dell E5450) to all staff and students.

This policy applies to all Staff, Students, Faculty (members) that use either a BHSD laptop or other computer equipment supplied by Bodwell High School.

Members are expected to follow all of our policies when using Bodwell issued devices. Bodwell High School has decided to allow its members to use BHSD laptops inside and outside of the school network in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. BHSD laptops are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications, and are not to be used for personal use. BHSD laptops must NOT be leant out to other members, friends or family due to security and privacy concerns with all parties involved.

Bodwell members may use BHSD laptops for limited personal purposes subject to our policies; for example online banking, safe web browsing, and email. However, NOT for the use of gaming, and the downloading of illegal software which may lead to malware, security issues and the suspension of our internet services.

### ***Tech Support Policies***

All members shall exercise appropriate professional judgment and common sense when using the BHSD laptop computers. All laptops and related equipment and accessories are Bodwell's property and are provided to its members for the full period of full time employment or student enrollment. As a condition of their use of BHSD laptops, all members must comply with and agree to all of the following:

Prior to being issued one of the BHSD laptop computers, all members will sign the Laptop Acceptance Form and agree to all outlined policies.

Members should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with Tech Support.

Members are expected to protect school laptops from damage and theft.

Members are responsible for any hardware damage that occurs off school premises and/or software damage. Damage fees may apply depending on circumstances at the discretion of the IT department.

Members will not be held responsible for computer problems resulting from regular school related use; however, members may be held responsible for any problems caused by their negligence as deemed by the IT Department.

### ***General Laptop Use Rules***

If you have important data on the laptop, such as grades, tests or exams, you must save this work in the Office 365 cloud (OneDrive folder) provided. This will ensure that your files are automatically backed up, and also provide version history to your files for easy recovery from personal mistakes, theft, and laptop hardware failure. You may also backup your work by using other personal methods, however you are ultimately responsible for the safety of your work.

Please follow the guidelines outlined below that may cause damage to your laptop.

- No drinks or food in close proximity to your laptop.
- Do not place laptop on the bed where it will overheat from suffocation. Place on a flat surface (tray) where air can flow freely.
- Do not leave a laptop visible in an unattended vehicle.
- Do not install torrent or similar programs to download music, videos, and illegal software.
- Do not attempt to use proxies including VPN clients, Tor, Freenet, or the dark web.
- Do not install software programs or browser add-ons without checking with the IT Department first.

### ***Privacy***

As with the Internet content filter provided by Bodwell to protect members against potential harm and unwanted activities. BHSD laptops are installed with software that helps IT manage laptop updates, security patches, and software installations remotely. Sophos Anti-Virus is also installed to help prevent malware and enforce content filters outside of the school network.

Office 365 is also installed on a BHSD laptop, and is synced to the cloud to enhance collaboration and protect files from theft, accidental deletion and other human errors.

A valid common concern for members is that the IT Department monitors user daily activity and are able to view and access their data. To clarify this concern, the IT Department does not monitor or view individual user activity. IT only monitors network activity to improve performance and identify security breaches. IT keeps all user activity strictly private and confidential, and this information is only accessible by the IT Manager.

In the event of a security breach whereby a BHSD laptop has been compromised either by a virus or external user. The IT Manager may then follow-up with the individual user to rectify the problem and this information will be kept strictly confidential. If a user is found to be downloading movies and music all day during school hours, thus affecting other users internet performance. The user maybe identified and disciplined accordingly or have their internet access restricted.

Bodwell members can be reassured that if they keep within the boundaries of Bodwell's policies, their data and activities will be kept safe and secure. The IT department asks that users of Bodwell's Internet act responsibly.

### ***Laptop Policy Acceptance Form***

I understand that all laptop computers, equipment, and/or accessories Bodwell has provided to me are the property of the Bodwell High School. I agree to all of the terms of Bodwell's Laptop and AUIP Policy.

I will return the equipment to Bodwell in the same condition in which it was provided to me.

I understand that I am personally responsible for any damage to or loss of any laptop computer and/or related equipment and accessories. In case of damage or loss I will report to the IT Department immediately.

I will not install any additional software or change the configuration of the equipment in any way without prior consultation with Tech Support.

I will not allow any other individuals to use my laptop computer and/or related equipment and accessories that have been provided to me by the Bodwell.

I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of Bodwell's laptop, equipment, and/or accessories and may result in further discipline up to and including termination of employment / enrollment and/or other legal action.

*NOTE: To be filled out during Laptop Orientation*

Full Name:

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Cell Phone:

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Department/House: -----

Model: Dell E5450

BHSD (Laptop) Yes\_\_\_\_ No\_\_\_\_ New \_\_\_ Used\_\_\_\_ Damaged\_\_\_\_

Power Supply/Cord Yes\_\_\_\_ No\_\_\_\_ New \_\_\_ Used\_\_\_\_ Damaged\_\_\_\_

Laptop Cover Yes\_\_\_\_ No\_\_\_\_ New \_\_\_

Signature:

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_/

## Frequently Asked Questions

### *What is the Information Technology (IT) Policy?*

Effective September 2015, the IT Policy is available to all students and will include the following features:

- a) School Laptop – A corporate grade and durable PC laptop and case will be supplied for all students upon arrival to Bodwell. The primary purpose of the laptop will be for education.
- b) Windows English Operating System – English operating systems will be installed on school laptops for all students which will facilitate the exchange of information necessary for learning and help them learn English faster.
- c) Software – The following required software licenses will be installed on each laptop:

- MS Office Pro Plus (Word, Excel, PowerPoint, Outlook, OneNote, Skype, etc.)
  - SharePoint collaboration and website development tools
  - Anti-Virus Protection
  - 50GB of Online Back-up Storage
- d) Additional Components – The following additional components are provided:
- High-Speed Wi-Fi (Internet) with 802.11AC Technology
  - Bodwell Email Account
- e) Technical Support & Training – Experienced Bodwell IT Staff will provide technical support to students in regards to all aspects of the IT Policy. Student training will be provided at Orientation, throughout each term by workshops and as required.

## **What is the cost of the IT Policy?**

The fee for the IT Policy, including all features, is \$200 per term. Additionally a one-time refundable Laptop Damage Deposit of \$400 will be required.

### **1. How will the Program benefit me?**

At Bodwell technology plays an important role in enhancing student learning. There are many disadvantages when students use different models of computers, different operating systems and languages that are not most updated and compatible with the school network and Ministry of Education standards. As such, the new IT Policy will have all staff and students utilizing the same network, laptops and other configurations. Student productivity and efficiency will be increased and improved technical support and training will be provided.

### **2. Is the program optional?**

The purpose of the IT Policy is that all staff and students are learning and collaborating effectively in the classroom using the most efficient platform. The program is not optional as any personal devices brought by students will not connect to Bodwell's network during school hours nor are they in keeping with the requirements of the BC Ministry of Education.

### **3. What is online back-up storage?**

The IT Policy includes 50GB of online data storage for all students that is automatically backed-up online via Microsoft OneDrive. This means that students may be able to access their data securely online from personal devices in addition to their school-issued laptop. Online storage is also beneficial as students will be able to work collaboratively on the same documents with other students and with their teachers.

### **4. Is online data storage secure?**

All online data is encrypted and safe online. Bodwell will manage this online storage for students through a secured network, however, personal data is private and cannot be viewed by others.

### **5. How will Bodwell's IT Support Desk assist me?**

The IT Support Desk will provide free and timely repairs for all school-issued laptops. They will manage the school network and other configurations necessary for learning including software and security updates. At orientation and throughout each term,

technology training sessions will be provided based on a variety of topics. Personal devices will not be eligible for IT support.

**6. Are there any restrictions with the school-issued laptop?**

The school-issued laptop is provided as part of Bodwell's IT Policy for educational purposes. Although you may use this laptop for personal purposes there are some restrictions in order to protect the integrity of the laptop. The student installation of any programs as well as the viewing of certain websites will be restricted on the school-issued laptop. Social media sites are only restricted during school hours.

**7. What if another program is required in class on the school-issued laptop?**

Should another program be needed on your school-issued laptop, the IT Support Desk will assist you in setting this up. Only programs authorized by your teacher will be installed.

**8. What does the laptop damage deposit cover?**

The laptop damage deposit is collected to ensure the safe-keeping of the school-issued laptop. Students are responsible for their school-issued laptop. Should the laptop be physically damaged, the cost of the repairs will come out of your deposit. Lost/stolen laptops or those with extreme physical damage, will incur additional charges on top of the \$400 laptop damage deposit.

**9. What training will I receive?**

At the Orientation Session for new students at the start of each term, a training session about the IT Policy will be provided. This session will cover all the basics required to utilize all essential features of the program. Students returning in September 2015, will receive their training and laptop within the first week of school. Throughout the term, training sessions will be provided on a variety of topics. Our IT Support Desk will assist you with any specific questions you may have during school hours.

**10. Can I bring my own laptop or other devices for personal use?**

Yes, you may bring personal devices such as a laptop, tablet or smart phone with you to Bodwell. The school-issued laptop must be used during school hours. Personal devices may be used outside of class, however, the wireless internet on those devices will only be

functional outside of school hours. Bodwell will not be responsible for any personal devices.

**11. Will I be able to connect to Bodwell's network with my personal devices?**

Bodwell will provide you with a password for the wireless internet to use for your personal devices. The wireless internet will not be functional on your personal devices during the school day.

**12. Can I use my personal devices during school hours?**

You may use your personal devices on school breaks and at lunch hour. These devices may never be used in the classroom. Note that the wireless internet will not be functional on these devices during school hours.

**13. Will Bodwell's IT Support Desk help me with any issues with my personal devices?**

The IT Support Desk will not be available to assist you with any issues with your personal devices other than providing a password for the wireless internet. Should any issues arise with your personal devices, there are computer stores near to the school where students can purchase IT support.

**14. How will I be able to keep my data when I finish at Bodwell?**

Upon departure from Bodwell, you can download all your online data to a USB stick. Your Bodwell email account will be active for 6 months after your departure. After this 6 month period, your email account will be inactive.

**15. When I depart, will my school-issued laptop be re-formatted before passing it on to another student?**

Yes, Bodwell will re-format your school-issued laptop prior to allocating it to another student. All data installed on it will be erased. Your privacy is important to us.

**16. Can I purchase the school laptop from Bodwell at the end of my stay?**

School-issued laptops are not available for purchase at any time and must be returned to the IT Support Desk upon your departure from Bodwell.