



### A. Information and Communication Technology Guidelines

While using the Internet and/or communicating electronically at school it is expected that students and staff will:

1. Not reveal personal information about themselves, including their family name, address, picture and phone number (applies to students only);
2. Not reveal personal information about others, including their family name, address, picture, phone number and fax number (applies to both staff and students);
3. Use good judgment at all times and model safe and respectful digital citizenship;
4. Be ultimately responsible for their actions in accessing ICT;
5. Respect the rights and privacy of other users of ICT;
6. Exit immediately from sites that are inappropriate (sites offering pornographic, racist, sexist, defamatory or otherwise objectionable material);
7. Not attempt to gain unauthorized access to systems, programs or computer equipment;
8. Use appropriate language and content in all correspondence or communication;
9. Respect copyright;
10. Web and social media tools (e.g., blogs, Facebook, Twitter) are used to share and connect learners locally and globally. MVSD students and staff should always keep in mind that information posted and/or shared is a reflection on the school community and is subject to the Division's policies. When contributing to any social media applications adherence to the guidelines is expected.
11. When using personal electronic communication devices, whether in school or elsewhere, it is expected this will occur in a manner which is respectful, safe, and legal. The following includes examples of, but is not limited to, inappropriate use of either divisional or personal electronic communication devices:

Harassment, threats, intimidation, electronic forgery, cyber-bullying, cheating on tests/exams, photographing or recording video (including posting recordings online) without proper consent and/or to promote inappropriate/illegal behavior.

Mountain View School Division will investigate and act upon any circumstances where technology is used in such a manner where any student's or staff member's safety is at risk, regardless of when and where the act was committed.

12. Accept consequences of inappropriate use of technology.
13. Acknowledge the Acceptable Use Procedure (AUP) by signing the applicable agreement, as outlined in [Appendix A](#) (for Grades K-4 students), [Appendix B](#) (for Grades 5-12 students) and [Appendix C](#) (for MVSD staff).

Cross Reference:			
Board Informed: Mar. 5, 2015	Procedure Review Date:	Procedure Revision Date: Feb. 25, 2015      Jun. 11, 2012 Sep. 18, 2012	Page 1 of 3



## Mountain View School Division – Administrative Procedures

### SECTION A – SCHOOL ADMINISTRATION ACCEPTABLE USE PROCEDURE, INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Number:  
AA10

#### B. Mountain View School Division's Rights and Responsibilities

1. Mountain View School Division reserves the right to monitor all activities involved in the use of computer technology.
2. Mountain View School Division reserves the right to filter out any materials from the Internet.
3. Mountain View School Division reserves the right to deny access of computer technology to any individual who violates these procedures.
4. Mountain View School Division staff is responsible for supervising student use of computer technology.

#### C. Consequences for Inappropriate Use

1. Discipline for violation of any part of this procedure shall apply to all users. Disciplinary action may include, but not limited to: the loss of any or all computer privileges, termination of the user's e-mail or network account (where applicable), removal from class and loss of credit for secondary students, a suspension, expulsion or dismissal.
2. Students and/or their parents/guardians shall be financially responsible for willful damage to equipment.
3. Illegal/criminal activity involving ICT use will be referred to the appropriate law enforcement agency.

#### D. Guidelines for Posting Photographs and Student Work on Division/School Websites

##### 1. Posting Photographs on Division/School Websites

- a. Individual head and shoulder photos of students are generally to be avoided and may only be used with a signed permission form. Only the first name shall be used.
- b. Group or action pictures or video clips of students and classrooms may be posted, providing individual names do not accompany the picture. Parental permission shall be granted at the beginning of each school year, as part of the authorizations granted in the Student Information Form.
- c. Individual staff pictures may be used only with the prior consent of the staff member.

##### 2. Posting Student Work on Division/School Websites

- a. Permission is required from both the student and the parent before posting student work on Division/school websites.
- b. Student work is to be identified only by a student's first name.

Cross Reference:			
Board Informed: Mar. 5, 2015	Procedure Review Date:	Procedure Revision Date: Feb. 25, 2015      Jun. 11, 2012 Sep. 18, 2012	Page 2 of 3



**3. Identifying Recipients of School Awards or Special Honours**

- a. In instances where list of students (i.e. award winners) are published in local newspapers or in the school newsletter, the information is in the public domain and the Division/schools may therefore identify such award winners by first and last name on their websites, providing pictures do not accompany the list.

**4. Retention of Permission Forms**

- a. Schools will collect signed copyright permission forms and retain on file in accordance with Manitoba Pupil File Guidelines - Retention and Destruction of Pupil Files.
- b. The Division Office will adhere to the same guidelines.

Cross Reference:			
Board Informed: Mar. 5, 2015	Procedure Review Date:	Procedure Revision Date: Feb. 25, 2015      Jun. 11, 2012 Sep. 18, 2012	Page 3 of 3



**INFORMATION AND COMMUNICATION TECHNOLOGY  
AUTHORIZATION FORM - GRADES K-4 STUDENTS**

Technology is mandated as a foundation skill by Manitoba Education. We believe that the use of technology and the Internet in Mountain View School Division will greatly enhance the ability of teachers to provide new and exciting learning opportunities for students.

Students are supervised while using ICT. Students are taught the necessary skills to use technology and the Internet in a proper manner.

I hereby give permission for my child to use the Internet while at school:

\_\_\_\_\_  
Name(s) of children

\_\_\_\_\_  
Name of Parent or Legal Guardian (Please Print)

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Date Signed

This authorization will remain in effect until terminated with written notice by the school or parent/guardian.



**INFORMATION AND COMMUNICATION TECHNOLOGY  
AUTHORIZATION FORM - GRADES 5-12 STUDENTS**

As a user of Mountain View School Division’s ICT, I hereby agree to comply with the Acceptable Use Procedure (AUP) Agreement. Should I commit any violation, my access privileges may be revoked, and disciplinary action may be taken.

Student’s Name: \_\_\_\_\_  
(Print)

Student’s Signature: \_\_\_\_\_

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

Parent or Legal Guardian’s Name: \_\_\_\_\_  
(Print)

Parent or Legal Guardian’s Signature: \_\_\_\_\_  
**(If student is under 18 years of age)**

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

The authorization will remain in effect until terminated with a written notice by the school or the parent.



Mountain View School Division – Administrative Procedures

ACCEPTABLE USE PROCEDURE, INFORMATION AND  
COMMUNICATION TECHNOLOGY (ICT)  
APPENDIX C

Number  
AA10.C

INFORMATION AND COMMUNICATION TECHNOLOGY  
AUTHORIZATION FORM - EMPLOYEE

As a user of Mountain View School Division's computer and ICT, I hereby agree to comply with the Acceptable Use Procedure (AUP) Agreement. Should I commit any violation, my access privileges may be revoked, and disciplinary action may be taken.

Staff's Name: \_\_\_\_\_  
(Print)

Staff's Signature: \_\_\_\_\_

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

The authorization will remain in effect until termination of employment.