



## Policies and Procedures

### Section Seven – Miscellaneous

#### **708 – COMPUTER NETWORK USE**

##### Introduction

- We are pleased to offer the staff of the Kelowna Christian School access to the KCS Network, Email, and Internet.
- This network is provided to support the school's educational goals by facilitating resource sharing and Internet access. The Internet will enable students and staff to explore thousands of libraries, databases and web sites and exchange messages with Internet users throughout the world.
- Some material accessed on the Internet is inaccurate or inappropriate for classroom and administrative use. However, Kelowna Christian School believes the educational benefits of the Internet far outweigh the potential risks.
- Due to the wide variety of both appropriate and inappropriate information available on the Internet, all staff members are required to abide by the Network Acceptable Use Policy. Users are expected to comply with all school standards, policies and procedures and honor the agreements they have signed.
- Limited, occasional, or incidental use of the KCS computers and Network for personal, nonschool purposes is acceptable, and all such use should be done in a matter that does not negatively affect the Network or computers for school purposes. However, staff are expected to demonstrate responsibility and not abuse this privilege.
- No policy can lay down rules to cover every possible situation. Instead, the following express general principles relating to staff use of KCS's Network and services.

### KCS Network User Information and Responsibilities:

1. Users must obey copyright laws and other intellectual property rights. Unauthorized installation, use or distribution of copyrighted software or material is prohibited.
2. To prevent viruses/malware from being transmitted throughout the KCS Network, users are **not** to install applications or equipment without express prior approval of the IT department. This includes utilities, plug-ins, and programs downloaded from the Internet.
3. Electronic media cannot be used to send threatening, harassing, obnoxious, and commercial or chain email messages.
4. Distribution of the school email address book and directory to outside agencies is not allowed. This includes group email or replies that include the address book in the To: or Cc: fields to addresses outside of First Class users.
5. Online chats outside of First Class will not be permitted without prior approval of the IT department. This includes MSN Messenger, Yahoo or their equivalents.
6. Knowingly accessing, retrieving, or storing obscene, inappropriate or sexually explicit communications is forbidden.
7. Staff are responsible for good behavior on school computer networks just as they are in school classrooms.
8. Students are not to access teacher's computers without **direct** supervision by staff.
9. Users will be held strictly responsible for activity that takes place under their computer accounts.
10. Staff who abuse their privilege of access to email or the Internet in violation of this policy will be subject to corrective action, including possible recommendation for termination of network privileges, legal action, and criminal liability.
11. KCS reserves the right to examine all data stored on or transmitted by the network. Users should not expect that files stored on the network would be private. This is for the following purposes:
  - Resource allocation.
  - Optimizing/Managing Network resources.
  - Detecting patterns indicating illegal activity or violation of School policies.