Vancouver Talmud Torah Association
("VTT" and the "School")
Acceptable Use of VTT IT Resources Policy for Students

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1.   Policy Statement

The addition of Internet access at VTT provides a virtually unlimited supply of resources and information to the school. With this access comes an enormous responsibility for all users.

In recognition of the importance of information technology hardware, software and the related infrastructure as part of the VTT's operations and the use of technology tools as an integral part of the classroom and curriculum, it is important to ensure that the VTT IT Resources are used in an effective, safe, relevant, appropriate and lawful manner by all students.

Any transmission, use, storage, reproduction or distribution of any data or material contrary to law is prohibited. This includes material protected by copyright, trademark or other intellectual property right used without proper authorization, and material that is obscene, racist, defamatory, or otherwise inappropriate for an elementary school. VTT reserves the right to investigate any incidents involving violations of the foregoing.

Reason For Policy

The purpose of these guidelines is to ensure that all users of VTT IT Resources do so in an effective, efficient, safe and ethical manner. In addition, these guidelines are intended to minimize the risks to VTT students arising from improper use, whether inadvertent or deliberate.

All school rules, but particularly those pertaining to dishonesty and harassment are applicable to all uses and users of VTT IT Resources generally, and Computers in particular. This policy is intended to clarify those rules as they apply to use of such IT Resources by students at VTT.

2.   Use of VTT IT Resources by Students

VTT IT Resources, including a VTT email account, are provided for academic purposes, not recreational, social, or personal activities, and should be used accordingly.

Each student must adhere to the relevant provisions in the *Parents Handbook* and *Code of Conduct Policy* noted therein governing all other aspects of life within the bounds of the VTT community, including principles stated in such documents which are applicable to the use of IT Resources generally, and in a virtual environment in particular. Any actions performed or initiated must reflect integrity, honesty, and compliance with VTT's rules and policies.

Policies protecting the privacy of a student's work on the network are based on the premise that an open Computer does not give an outsider legitimate access to an individual's files.

Students accessing and using the VTT IT Resources are expected to do so in a responsible manner and in accordance with the general principles described in this Policy.

Use of the VTT IT Resources generally, and Computers in particular, whether in the classroom or library is a privilege for our students and not a right. Students are not allowed to alter, add, or delete files on the hard drives, which includes files that are part of the operating system.

<u>Ethical Use of the VTT IT Resources:</u>

2.1　Accessing the accounts and files of others is prohibited.
This rule protects all users of VTT's IT Resources. Taking advantage of a person who inadvertently leaves his or her files open is no different from entering an unlocked locker and stealing, reading a personal letter, or destroying someone's personal property.

2.2　Attempting to bypass or otherwise adversely affect the integrity of security of VTT's IT Resources (whether to impair the functionality of the School's networks, or to bypass restrictions set by the VTT) is prohibited. Assisting others in violating these rules by sharing information or passwords is also prohibited behaviour.

2.3　The networks forming part of the VTT IT Resources are a valid academic resource, and their use is governed by the same rules as library resources.

2.4　Using VTT's IT Resources for unauthorized commercial purposes or in support of illegal activities is prohibited. If a student is in doubt about the definition of "illegal activity" or what might be considered "inappropriate material" or "inappropriate use" in a given situation, the student should consult with his or her teacher.

2.5　The *Code of Conduct Policy* contained in the *Parents Handbook* lists numerous examples of prohibited conduct. Those examples, to the extent analogous with or applicable in or to the activities of students online using VTT's IT Resources, will be deemed to be incorporated by reference in this Policy.

3.　**Student Responsible Use of Mobile Computers**

VTT promotes technology use to support our curriculum and enhance the educational experience. Effective technology integration occurs when it is available in every classroom, at any time, to be used as a natural tool in the learning process. These technologies support learning beyond the boundaries of the traditional classroom and provide more opportunities for communication among students, teachers, and parents.

This Policy specifies a comprehensive set of principles but it is not intended to be exhaustive, but rather, illustrative, governing the appropriate use of Computers at VTT.

If a student is in doubt about any use of a Computer, email, or the Internet that is not covered in this Policy, he or she should check with a teacher or administrator. At all times, students are expected to act in a manner that will contribute to a safe, responsible, and considerate community.

3.1   At all times, students are expected to use their Computers responsibly. VTT permits the installation of appropriate personal software if and to the extent the Computer is owned by a student. However, at school, use of the Computer and software must be only in support of education and research consistent with the objectives of VTT educational programs.

3.2   For this reason, game playing (other than as may be directed from time to time by a teacher) is not permitted at school.

3.3   During class, students are to use a Computer only for activities that are specified by the teacher.

3.4   At school, Internet access is provided for educational purposes only. Students are not permitted to access sites or content on sites that are inappropriate in any way or not related to their school courses. VTT will provide Internet filters to block access to sites deemed unsuitable. However, not all sites can be blocked. In other instances, some sites may initially appear acceptable however, certain content on the sites may be contrary to the principles stated in this Policy. Nonetheless, students remain responsible for not accessing inappropriate sites or inappropriate content on sites, including, for example, sites or content which are derogatory to another person or culture, pornographic, violent, vulgar, hacking sites, gambling sites, or any site that would reasonably be considered inappropriate for a student in an elementary school.

3.5   VTT email accounts, wikis, class conferences, and Google Apps are provided for educational purposes. We encourage students to make frequent use of their wikis, weblogs, class conferences, podcasts, and to email their teachers for support. Students may use their e-mail accounts for personal messages (for example, to parents and family), but they must adhere to the rules for email as outlined in this Policy. Students are reminded that email messages are never private and that they should write messages as if they would be posted to a public bulletin board and read by their teachers and their parents. There are to be no derogatory, slanderous, misleading, harassing, discriminatory, threatening or otherwise inappropriate exchanges on the email system. If a student receives a comment on a weblog or other online tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment. Chain letters are prohibited.

3.6   Students accessing or using wikis, weblogs, class conferences, podcasts or Google Apps for student assignments are required to keep personal information out of their postings. Students will not post or give out photographs of themselves or others, their family name, password, user name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.

3.7   Students using wikis, weblogs, class conferences, podcasts or Google Apps will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on these sites. Students are expected to treat others and their ideas on line with respect.

3.8 Assignments on wikis, weblogs, class conferences, podcasts or using Google Apps are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the *Parents Handbook* and *Code of Conduct Policy* therein, including those policies regarding plagiarism and acceptable use of technology.

3.9 Passwords protect the privacy of the information on students' Computers and email accounts. Good passwords use both upper and lower-case characters, as well as at least one non-letter character. Students must not disclose or share their passwords with anyone other than their teachers and parents.

3.10 The School provides students with Web identification to access VTT's online resources, including Google Apps. VTT-authorized Web ID must not be shared by any student with outside, third party sites unless specifically approved by the classroom teacher in each instance. Specifically, numerous social networking and other sites now, as a matter of convenience, attempt to obtain passwords or logins to a user's other sites to "pull" the user's data to such site. This poses risks involving the involuntary disclosure, storage, retrieval and retention of "personal information" which neither the School nor the student may thereafter be able to change.

3.11 Students are expected to respect other people's privacy. Students will not log in as another classmate.

3.12 Students are expected to be considerate of others. Students must not use another person's Computer without permission. Sound must be off on Computers, unless it is required in a class.

3.13 Students may install their own software on Computers they own, but they must observe all copyright and other applicable laws. The simplest rule to follow is that only software that they or their parents have purchased should be installed on their Computer. Students or their parents must have legal copies of any software installed on a student's own Computer, and must be prepared to prove ownership should the issue arise.

3.14 In case of a software conflict or Computer malfunction or other inappropriate use or contravention of this Policy, VTT's IT Department may, in its sole discretion, either prohibit the presence or use of the student's Computer on school premises or (where the Computer is supplied by the School in the first instance) will reimage the Computer, effectively removing all software not on the original hard drive image. All other data and software on the hard drive will be erased. To avoid accidentally losing data, students should back up their data every day. Students are responsible for backing up their data (i.e. course notes and files). Students are reminded that if their Computer has to be reimaged, then they must have their data backed up so they can later recopy it to their computer.

3.15 Students should not leave their Computer unattended or in a location that isn't locked. When a student is not using his Computer, it should be locked in his locker. Students should be careful with their Computers.

Parents are expected to discuss the relevant parts of this Policy with their children to ensure he or she understands them, as may be relevant to each student's age and comprehension level.

4.   Definitions

"**Computer**" includes any desktop, laptop, notebook, netbook, mobile device (including cellular telephone, smartphone, iPod, and iPad), and any other technology by which data may be accessed, processed, stored, retrieved and/or communicated, whether now in existence or developed in the future.

"**IT Resources**" includes computer hardware, software (including email systems, and further, email and communications systems which are web-based applications or services and/or residing on a VTT Computer), computer networks (including the Internet and external email), intranets (including classroom networks, communications between classrooms and any database access), laptops, netbooks, mobile devices (including cellular telephones, smartphones, iPods, iPads and any other devices by which a person may exchange data electronically or by any means of telecommunications with another person), instant messaging, on-line services, voice mail, facsimile machines, webcams, telephones (including voice over internet protocol), photocopiers, scanners, external hard drives or other storage media owned, controlled or accessed by the VTT including all data on or accessible by use of any of the foregoing.

"**Personal Information**" refers to any information that identifies, or could be used to identify, an individual, as further described in both of the VTT Privacy Policies.

5.   Cross References

Acceptable Use of IT Resources
Policy-Employees and Volunteers: Policy No. - S - 2010 -
Privacy Policy for Employees and Volunteers: Policy No. - S - 2006 – 5
Privacy Policy for Parents and Students: Policy No: - S - 2006 – 11
Conduct & Discipline Policy: Policy No.:- S – 2009
Parent Handbook