



CWAA RESPONSIBLE TECHNOLOGY USE AGREEMENT

Network, Computer, and Email

I. RATIONAL

Students, staff and administrators at CWAA have the opportunity to access the CWAA network to facilitate educational and professional growth objectives. Network/Internet access opens up a vast resource for school entities throughout the world and allows users to reach out to many other people, to share information, learn concepts and research subjects. With this educational opportunity comes responsibility. It is understood that CWAA does not have sufficient resources to monitor every aspect of network use. However, the purpose of these guidelines is to foster the independent use of the network, subject to compliance with procedures and standards for appropriate network behavior and communication. The following guidelines apply to all users when they access any part of the CWAA network connection.

II. PRIVILEGES

The use of the CWAA network is a privilege, not a right. As such, inherent with this privilege, are responsibilities with which the school expects full and complete compliance. Breach of these responsibilities may result in loss of complete access privileges. The school has the right to review any material stored on its network and to edit or remove such material as well as to monitor all network activity. The user is held responsible for his/her actions whenever using CWAA's technology. Inappropriate/ unacceptable uses of the CWAA technology will result in the withdrawal of computer privileges. All users of CWAA technology will agree to respect the equipment, security and privacy of other users. The school Principal in conjunction with the System Administrators will deem what is appropriate use and their decision is final. The System Administrators may close an account at any time as required. The administration and school staff of CWAA may request the System Administrator to deny, revoke, or suspend specific user accounts or specific privileges such as Internet or email at any time as required.

III. PROPERTY

The CWAA network and e-mail system is the property of CWAA. Unauthorized use of the network and e-mail system is prohibited. Access to the network and e-mail and other online systems of CWAA is a privilege granted to users by CWAA and may be revoked or withheld at the discretion of the Principal or designates.

IV. PRIVACY

Users do not have a personal privacy right in any matter created, received, stored in or sent from the CWAA network or e-mail system. The Principal or designate reserves the right to access any files to determine whether or not a student or employee is using the system for items of true "educational value". CWAA may at times and without prior notice, monitor and review e-mail messages and web site retrieval by network users to ensure proper use.

V. PERSONAL SAFETY

The following rules will help promote user personal safety.

- a. Protect personal privacy, as well as the privacy of others. Do not give out personal information (address, telephone, number, parents' work address/telephone number, or name and location of your school).
- b. Let someone in authority know right away if you come across any information that makes you feel uncomfortable.
- c. Never agree to get together with someone you meet online.
- d. Never send a personal picture or any other personal information.
- e. Do not respond to any messages that are inappropriate, mean or in any way make you feel uncomfortable.
- f. If you are being harassed let someone in authority know.

VI. ACCOUNTS AND PASSWORDS

Users must obtain an authorized account and password from the CWAA Technology Services Department in order to access the CWAA network and e-mail system. The user should consider the account and password confidential and should not share the account or password with any other person or leave the account open or unattended at any computer system.

VII. SYSTEM USE AND MAINTENANCE



Users should periodically remove or erase their files from their folders or e-mail messages from CWAA's server. E-mail or other files stored on a CWAA file server are not considered private property and may be removed by authorized Technology Services personnel without prior notice to the user.

VIII. RESPONSIBLE USE

All technology use must be **in support of education and research and consistent with the educational objectives of CWAA**. Transmission of any material in violation of any Federal or Provincial regulation is prohibited. This includes, but is not limited to the following:

- a. Network use is restricted to only those users that have been issued an authentic username and password by the CWAA Technology Services Department
- b. Downloading or transferring copyrighted materials to or from any CWAA computer without the express consent of the copyright owner is a violation of federal law and is expressly prohibited
- c. All unauthorized and unlicensed software is prohibited on the CWAA network
- d. Users will not engage in illegal or unethical acts, including use of network access to plan or carry out any scheme to defraud or to obtain money, or other things of value by false pretenses, promises, or representations; or to damage or destroy computer-based information or information resources
- e. Any use of the CWAA network for defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive and illegal material or other inappropriate activities is strictly prohibited. Individuals are encouraged to report any abuse to the appropriate authorities
- f. Use of e-mail and other CWAA network communications facilities to harass, defame, offend, or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, illegal material, or otherwise annoy other users of the networks is forbidden. Each user has the responsibility to report all such violations
- g. Downloading or transmission of pornographic, obscene or other socially unacceptable materials is strictly prohibited
- h. Network users shall not allow any other person to use their password/key or to share their account. It is the user's responsibility to protect e-mail accounts from unauthorized use by changing passwords/keys periodically and using passwords that are not easily guessed
- i. Any attempt to circumvent system security, guess passwords or in any way gain unauthorized access to local or network resources is forbidden
- j. Users may not move, repair, reconfigure, modify or attach external devices to the networks
- k. Network users will not knowingly engage in sending messages and files containing any form of digital information or encoding that is likely to result in loss or disruption of the recipient's work or system
- l. Network users will not engage in gaining access to any resources, entities or data of others for any purpose without authorization
- m. Network users will not engage in activities that are wasteful of network resources or that degrade or disrupt network performance including other networks and systems accessed over the Internet
- n. Network users will not engage in plagiarism of information obtained via the CWAA network.
- o. Network users will not engage in the breaking of confidentiality of any user, revealing personal information such as phone numbers or addresses of others, or otherwise invading the privacy of others over the network.
- p. Network users will not use the CWAA network for private or business use or for political purposes.

IX. WARRANTIES

CWAA makes no warranties of any kind, whether expressed or implied, for the service it is providing. CWAA will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the CWAA network is at the users own risk. CWAA specifically denies any responsibility for the accuracy or quality of information obtained through this service.

X. SECURITY

Security on any computer system is a high priority, especially when the system involves many users. CWAA will make every effort to to screen (filter) undesirable material from the Internet and continuously upgrade and employ the maximum safety measures possible. If a user identifies a security problem on the CWAA network, they must notify a System Administrator or Principal as soon as the problem is identified. The user shall not demonstrate the problem to other users. Attempts to log-in to the system as any other user will result in disciplinary action. Attempts to log into the CWAA network as a System Administrator will result in cancellation of user privileges. Any user



identified as a security risk or having a history of problems with other computer systems may be denied access to the CWAA network.

XI. UPDATING YOUR USER INFORMATION

The CWAA network may occasionally require new registration and account information from you to continue the service.

XII. COMPUTER AND EMAIL MISUSE AND ABUSE

Computer misuse and abuse may result in cancellation of network privileges for a defined period of time and may result in other school disciplinary action. Serious offences may be referred to the RCMP or Calgary Police Service for investigation and possible criminal charges if the offence warrants such action.

XIII. SOCIAL NETWORKING SITES

Using CWAA computers to access social networking sites is prohibited. CWAA computers are for educational purposes only. Students may be disciplined if their speech on social networking sites (off-campus) causes a substantial disruption to the educational environment, interferes with the rights of another, or is a true threat. Criminal action may be taken if the speech constitutes a true threat.

XIV. STUDENT COMMITMENT

By using CWAA computer and accessing CWAA's network and email, students agree to abide by the Policy Guidelines set out in this document. Students accept that a violation of these provisions may result in loss of use of network privileges, as well as possible disciplinary actions. This may include, but is not limited to, revocation or suspension of network privileges, suspension or expulsion from school, and/or appropriate legal action.

XV. PARENT COMMITMENT

Parents recognize the importance of students becoming technologically aware in an increasingly technological society. Parents understand that by sending their child(ren) to CWAA, they give consent for their child(ren) to access the Internet and email systems of CWAA. Parents accept that CWAA's network opens the possibility of students having access to possibly defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive or illegal material by having access to the Internet and by sending and receiving e-mail. Parents understand that no matter how much supervision and monitoring and technical barriers CWAA can utilize, there will always be the possibility of their child(ren) coming into contact with defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive or illegal material. However, CWAA commits to using its best efforts and making every effort to screen (filter) undesirable material from the Internet and continuously upgrade and employ the maximum safety measures possible. CWAA affirms that security on any computer system is a high priority.