

**THE WINNIPEG SCHOOL DIVISION POLICY JFCBA  
APPROPRIATE USE OF COMMUNICATION DEVICES  
AND ON-LINE INFORMATION RESOURCES**

**ACCEPTABLE USE GUIDELINES**

In the development of local school policies and procedures, the following guidelines on the acceptable use of the on-line information resources shall be incorporated.

- (a) All use of school local area networks including access to the Internet must be consistent with the educational mandate of The Winnipeg School Division.
- (b) Any use of the Internet for commercial purposes, advertising or political lobbying is prohibited.
- (c) Network accounts are to be used only by the authorized owner of the account. The sharing of passwords is prohibited.
- (d) All network users shall not seek information on obtaining copies or modified files, data or passwords belonging to other users, or misrepresent other users on the network.
- (e) All communications and information accessible by the Internet shall be assumed to be private property.
- (f) All copyright issues regarding software information and authorship must be respected. The unauthorized copying or transferring of copyrighted materials may result in a loss of network privileges.
- (g) Malicious use of the network to develop programs that harass other users, infiltrate a computer or computer system and/or damage the software components of the computer or computer system is prohibited.
- (h) Hate mail, harassment, discriminatory remarks and other anti-social behaviours are prohibited on the network. All users of the school network shall use language appropriate for school situations.
- (i) The access or downloading of inappropriate materials, text files or files dangerous to the integrity of the local area network is prohibited.
- (j) Schools are encouraged to produce or publish web pages to share students' accomplishments, school goals, objectives and relevant school information. The development, expansion, revision to a school's web site must be authorized by the school principal.
- (k) No student addresses, phone numbers or individual photographs linked to student names may be published under any circumstances.
- (l) The use by students, staff and community members of the camera / video functions of all multifunctioning communication devices is strictly prohibited in all schools in The Winnipeg School Division except with the prior permission of the principal for a class/school/Division project.
- (m) Use by students and staff of the telephone and text-messaging functions of multi-functioning communications devices is prohibited during instructional and examination times. These multifunctioning communications devices are not to be visible during these times.

Any violation of guidelines for acceptable use shall be considered grounds for disciplinary action which may include suspension, loss of computer privileges, and/or appropriate legal action.