

ACCEPTABLE USE OF TECHNOLOGY

PURPOSE

The purpose of this policy is to set out conditions for the use of technology in TMS School (TMS), including all computers, computer related equipment, personal computers or electronic equipment, database/records systems, networks, software, the e-mail system and use of and access to the Internet and/or Intranet at the School.

TMS students use technology in order to communicate with one another and fulfill their academic responsibilities effectively and efficiently. Access to these resources is a privilege and brings with it the need for responsible behaviour.

Each student has a responsibility to uphold the School's ethics and values and to use all technology, including the Internet, in a responsible, productive and professional manner. This policy has been established to ensure the security and the integrity of the School's computing and communication systems and uphold School standards.

Failure to comply with this policy may result in forfeiture of technology usage, suspension of computer privileges or access and disciplinary action up to and including possible expulsion. TMS will not provide compensation for any academic loss incurred as a result.

For the purpose of this policy, "academic" refers to any activity that is related to class or course work.

POLICY

Access

The use of technology is intended for school purposes. Students may not make personal use of the technology if it compromises their academic obligations. They are expected to comply at all times with the terms of this policy and other policies and guidelines applicable to students.

Appropriateness

Each student shall use the technology in a fashion consistent with the School's values and in an ethical and lawful manner.

Examples of conduct that violate the policy and are unacceptable are as follows:

- using the technology to create, process, distribute or access illegal, offensive and/or inappropriate materials
- sending, receiving or soliciting defamatory, abusive, obscene, profane, sexually oriented, threatening or racially offensive messages, images or sounds
- any type of cyber-bullying
- downloading or storing obscene or offensive material on any computer systems on TMS property
- accessing sites containing explicit, racist or other material clearly inappropriate to a school environment

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- uses that are malicious, unethical or in violation of accepted community standards or school policies
- uses that violate any federal or provincial laws, including the Ontario *Human Rights Code*
- creating, exchanging, transmitting and/or downloading of messages or data that are offensive, harassing, obscene, libelous, abusive, discriminatory, or threatening or that encourage violence
- soliciting or conducting business activities that are unrelated to the student's academic responsibilities at the School
- sending or forwarding "chain" or "pyramid" letters
- spamming
- bitcoin mining
- advertising or soliciting, including advertising of personal services
- sending, forwarding, or distributing confidential TMS information
- computer-hacking and related activities
- attempting to circumvent the school firewall or security systems
- attempting to disable or compromise the security of information contained on the school's computers or network
- using school technology for non-academic related purposes
- modifying or attempting to modify the computer system settings
- modifying or attempting to modify another user's network account or workstation without the consent of the user

Content

Each student is responsible for the content of all text, audio or images that he/she accesses or sends via the Internet and phone systems, and for ensuring that the communications and messages conform in all respects to this policy, the School's morals and ethics.

Students are responsible for saving and organizing their files and backing up their data to the School network. Students shall purge old or unnecessary data and e-mail when necessary.

Printing and Environmental Considerations

TMS believes in fostering an environment friendly atmosphere. Although TMS provides access to printers and copiers, printing is expensive and TMS encourages students to be mindful before printing. Students are expected to conserve paper and printer ink whenever possible.

Copyright and Software Installation

Students are not permitted to install software on TMS computers. Under no circumstances shall software pirating or illegal copies of copyrighted software be made or used on School equipment or School property.

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When saving files from the Internet, students should be aware that they may not use the technology or the Internet to transmit copyrighted materials belonging to entities other than TMS.

Students are not permitted to copy, transfer, rename, add or delete information or programs belonging to others, unless given the express permission to do so by the owner.

Students shall, at all times, be mindful of copyright laws and respect the rights of copyright owners, including software manufacturers, and abide by the terms of all licence agreements relating to the technology.

Copyright infringement occurs when an individual inappropriately reproduces, prints, or copies all or part of a work that is protected by copyright.

A student who fails to comply with the terms of licence agreements, or engages in other conduct that fails to respect the rights of copyright owners or violates this policy may be subject to disciplinary action, up to and including possible expulsion.

Examples of copyright violations could include, but are not limited to, copying a picture, making illegal copies of software or music and/or reproducing part of a third party text and claiming credit for authoring that work.

Hardware

Installation

Students are not permitted to install or connect computer hardware locally or remotely without proper authorization from the School's IT Department or Network Administrator.

TMS Resources

TMS is dedicated to making advanced technology available to all students in an age and stage appropriate manner to support curricular goals. The technology hardware may be in many forms, including but not limited to a computer, still or video camera, science probes, or projector.

TMS reserves the right to scan and evaluate the status of any TMS computer at any time. In addition, the student is responsible for the following:

- The hardware must remain in the classroom and under teacher supervision – the student must request permission before using the hardware.
- The student must return the hardware to the proper location when s/he is finished.
- The hardware must never be left unattended.
- The student is responsible for the cost of repair of any physical and software damage to the hardware; this includes damage from carelessness and obvious abuse.
- No food or drink is allowed near the hardware, whether in use or not.

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- The student will operate the hardware in a safe and careful manner at all times, including proper shutdown procedures when not in use, and in designated areas as per the teacher.

Personal Laptops and Electronic Equipment

TMS provides the ability for College students to access the school network using their own laptop with proper authorization from the I.T Administrator.

TMS is not responsible for any damages to the personal laptop or loss/theft of personal equipment.

In addition, the student agrees to the following:

- Students must request permission from the supervising teacher in class before using their laptop
- The laptop name must be easily identifiable on the TMS network and must identify the student's name and grade
- The student may not use software that is not approved by the supervising classroom teacher while in the classroom, or for academic work
- The following types of software are not permitted for use while on TMS property:
 - Peer to Peer, Torrent or equivalent file sharing programs
 - Server, proxy, VPN or network hosting programs
 - Gaming or media servers
 - Instant Messaging programs
- Students must have valid, up-to-date antivirus software installed and ensure that their files are virus free
- Any hardware or software technical difficulties must be handled by the laptop manufacturer's support service

Personal wifi devices are **not permitted*** on the TMS network. These devices include but are not limited to:

- IPod or equivalent MP3 devices
- iPhone, Blackberry, Android or equivalent mobile phone devices
- Handheld gaming devices
- Tablets such as an Apple iPad*
- Miscellaneous devices such as Apple Watch, Airpod, Fitbit

**Unless approved by the Learning Strategist and I.T. Administrator*

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Internet

TMS gives its students Internet access and expects them to use the Internet responsibly. Although TMS has put in place a blocked website list to prevent inappropriate material being passed through the network, it does not ensure 100% prevention. Acceptable Internet usage remains the responsibility of the student. Students who violate this policy are subject to disciplinary action, up to and including expulsion. TMS reserves the right to monitor all Internet access and deny or suspend access from any devices in violation of this policy.

- All accessed Internet sites must be school appropriate
- Internet sources must be documented; plagiarism will not be tolerated
- Do not download image, video or audio files that are not school related
- Do not introduce worms, Trojans, viruses, malware, spyware or any other software that maliciously interferes with computing operations
- Do not use TMS Internet access for personal gain or personal business transactions
- Do not violate privacy by transmitting personal information without written permission from that person
- Violations may result in a 24hr device access suspension without notice

Passwords and Information Security

The use of passwords is intended to ensure that only authorized individuals have access to the School's technology and the private and confidential information they contain. Students shall not disclose passwords issued to the individual to any other person. Students shall not disclose passwords or use passwords provided to that individual to permit other persons to access the School's technology. Each student shall be responsible for all activities arising from the use of his or her password, and shall change their password regularly.

Each student shall take reasonable precautions to protect the integrity of the School's systems and to prevent unauthorized access to the technology. For example, students must never leave computers unattended while logged in. In the event a student forgets their password and is requesting a reset, he or she must notify their homeroom teacher. The homeroom teacher will then contact the I.T. Department.

Privacy

TMS has the right, but not the obligation, to inspect any TMS computer or computer system on school property, and to monitor the use of any of the technology, including, without limitation, inspecting the contents of network data and e-mail messages and monitoring Internet access. Students will not necessarily be notified when such monitoring is to take place, or whether monitoring has occurred. In certain situations, the School may be compelled to access, read, copy, reproduce, print, retain, move, store, destroy and/or disclose messages, files or documents stored in or sent over its e-mail, Internet or computer systems. These situations may include the following:

- in the course of regular maintenance of the computer system
- in the event of a request for documents as part of litigation or similar proceedings

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- where the School has reason to believe that the computer system is being used in violation of this Policy

Unauthorized access by any student of another individual's electronic information is a violation of school policy.

Violations

Students of TMS are expected to maintain the School's values and the integrity of its technology. For this reason, any student found to be abusing the privilege of the School regarding use or access to its technology or contravening the terms of this policy will be subject to disciplinary action, up to and including possible expulsion. TMS reserves the right to inform appropriate law enforcement authorities or other officials of any offences or possible offences under the *Criminal Code* or other applicable statutes.

If any student needs clarification regarding the appropriate use of the School's technology, they are encouraged to direct their questions or concerns to the Director of Information Technology.

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Policy Acknowledgment and Acceptance

By signing below, the student and parent/guardian confirm that they have read and understand the Technology Use Policy and agree that it is reasonable and will be followed.

Student: _____
Print Name Student Signature

Parent/Guardian _____
Print Name Parent/Guardian Signature

Date