

Red Deer Catholic Regional Division No. 39

EMPLOYEE ACCEPTABLE USE OF INTERNET/E-MAIL  
AGREEMENT

Conditions and Rules for Use

To remain eligible as a user, the use of your Internet/E-mail account must be in support of, and consistent with, the division's Mission Statement and Principles of Practice.

The transmission of, or obtaining access to, any materials in violation of any International or Canadian law, whether federal, provincial, municipal, or of other statutes is prohibited. In addition, the transmission of, or obtaining access to, any material in violation of the laws of any other state or in violation of the rules or laws of any International agency or organization is prohibited. The violation of Canadian law will be deemed to occur in relation to transmission of, or obtaining access to, any material in breach of copyright, in relation to threatening or obscene material, in relation to illegal material or material protected by trade secret, commercial use of the system provided by the division or use of the system provided by the division for product advertisement or political lobbying. The uses mentioned in this paragraph are not an exclusive list, but are examples of unacceptable use that will result in the penalties outlined in this policy.

The use of the Internet/E-mail is a privilege, not a right. Any unacceptable use, including the violation of the terms of this policy and any additional rules the division may put in place from time to time regarding the use of the division's system will result in cancellation of the privilege of use of the division's system for access to the Internet/E-mail. The division may deny, revoke, suspend or close any user account at any time based upon a determination of unacceptable use by an account holder or user. The determination as to whether an unacceptable use has occurred will be a decision based solely within the discretion of the Superintendent, or his designate.

The division's Internet/E-mail system may be used for personal communication, provided the use is consistent with this policy and the personal use is not done during normal school or working hours.

The division reserves the right to review any material on user accounts and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate.

## Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Be polite in your communications to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not engage in activities prohibited under municipal, provincial, federal or international law.
- Do not reveal your personal address or phone numbers, or that of students or colleagues.
- Do not use the network in such a way that you disrupt the use of the network by others.

Electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to, or in support of, illegal activities will be reported to the authorities and will result in the loss of user privileges and possibly legal action.

All communications and information accessible via the Internet/Email should be assumed to be the private property of those who put it on the network.

## Warranties

The division makes no warranties of any kind, whether express or implied, for the service it is providing. The division will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the division's negligence or by the user's errors or omissions. Use of any information obtained via the Internet/E-mail is at the user's own risk. The division specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be. As a Catholic educational institution, the board believes that it has a duty to restrict student access to the Internet even though this proactive stance may infringe on Internet access by students.

## Network Security

Security on any computer network is a high priority, especially when the network involves many users. A user must never allow others access to his/her password. Users should also protect their passwords to ensure network security, their own privileges, and the ability to continue to use the network. If a user feels they can identify a security problem on the Network, they must notify a system administrator. Do not demonstrate the problem to other users. Attempts to log on

to the network as a network administrator will result in cancellation of user privileges. Any user identified as a security risk for having a history of problems with other computer networks will be denied access to the Internet/Email/Email by the division.

### Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, Internet/E-mail or other networks that are connected to the Internet/E-mail. This includes, but is not limited to the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference of another user's work.

### Unacceptable Material

Users may encounter material the access to which or use of which is unacceptable. It is the user's responsibility not to initiate access to such material and to cease access to such material immediately upon discovery that access has been inadvertently gained to such material. The division shall not be liable for any decision by any service provider or by the division itself to restrict access to, or to regulate access to, material on the Internet/E-mail. It is also understood that the division does not control material on the Internet/E-mail and the division is, therefore, unable to control the content of data that a user may discover or encounter through the use of the Internet/E-mail.

### Penalties for Improper Use

Any user violating these rules, applicable provincial, federal, municipal or international laws or posted classroom, school and division rules is subject to loss of Internet/E-mail privileges and any other division disciplinary options.

### User Signature

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions will result in the revoking of my user account, appropriate disciplinary action and appropriate legal action.

User Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_