

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
Consent Form for Student Use of Computers and the Internet

The consent form is to be signed by parent(s)/guardian(s) at Kindergarten registration, during grade 5 and at option sheet time in grade 8. Students new to the board will have the consent form signed at registration.

After reading Trillium Lakelands District School Board's Computer and Internet Acceptable Use Procedure, please sign this form and return it to the school. The signatures of the student and parent/guardian (where the student has not reached the age of 18) are mandatory before access may be granted for use of telecommunications facilities provided by Trillium Lakelands District School Board.

As a user of Trillium Lakelands District School Board's computer network, I have read and hereby agree to comply with Trillium Lakelands District School Board's Computer and Internet Acceptable Use Procedure.

Student Signature: _____ Date: _____

Student Name: (Please Print) _____

Student's School: _____

Grade: _____ Date of Birth: _____

As parent/legal guardian of the above student, I grant permission for my child to access networked computer services such as electronic mail and Internet. I have read and agree to Trillium Lakelands District School Board's Computer and Internet Acceptable Use Procedure (on reverse side). I understand that some materials on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to her/him appropriate standards for selecting, sharing and/or exploring information and the media.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: (Please Print) _____

Address: _____

Home Telephone: _____ Daytime Telephone: _____

- My child MAY have access to TLDSB networked computer services.
- My child MAY NOT have access to TLDSB networked computer services.

PLEASE COMPLETE AND RETURN TO YOUR CHILD'S SCHOOL

**SCHOOL STAFF WILL FILE THE SIGNED FORM IN THE STUDENT'S O.S.R
 COMPUTER AND INTERNET ACCEPTABLE USE PROCEDURE**

COMPUTER AND INTERNET ACCEPTABLE USE PROCEDURE

4.0 Trillium Lakelands District School Board (TLDSB) is committed to providing access to the Internet in order to enrich educational opportunities for students and staff. In this regard, the TLDSB Wide Area Network (WAN) may be used for educational purposes only.

All users agree to respect intellectual property rights, including copyright and privacy rights, as well as respecting the right of freedom from harassment, defamation and criminal laws. In addition, users agree to comply with the requirements set out herein.

4.1 BOARD RESPONSIBILITIES

The Board will:

- 4.1.1 take all reasonable precautions to limit access to inappropriate materials including maintenance of a web blocker subscription for the firewall filter;
- 4.1.2 provide Internet access to schools through the Board's Wide Area Network;
- 4.1.3 provide and update, as necessary, appropriate rules for Internet use as well as permission forms to be signed by students, parents and staff before Internet access is granted;
- 4.1.4 train staff in the use of the Internet and provide resources to help staff train students for appropriate Internet use;
- 4.1.5 support schools in taking action against inappropriate use of the Wide Area Network, the use of the Internet, and Computers according to the procedures set out in 8.0 User Responsibilities;
- 4.1.6 require that school information posted to the Board Web Pages (including www Home Pages) is in compliance with the Freedom of Information and Protection of Privacy Act;
- 4.1.7 require all school websites to comply with the terms of the Board Computer and Internet Acceptable Use Procedure.

4.2 The Board reserves the right to monitor all information on Trillium Lakelands District School Board's Networks.

4.3 Trillium Lakelands District School Board recognizes that use of the Wide Area Network, the Internet and Computers is a privilege and not a right.

4.4 SCHOOL RESPONSIBILITIES

The school will:

- 4.4.1 implement Trillium Lakelands District School Board's Computer and Internet Acceptable Use Policy/Procedures;
- 4.4.2 inform students and parents of the "User Responsibilities";
- 4.4.3 maintain a record of signed student consent forms (Appendix A). These forms will be signed by parents at Kindergarten registration, during grade 5 and when option sheets are sent home in grade 8. Signed consent forms are to be stored in the student's O.S.R.;
- 4.4.4 provide password protected Internet access to all approved students;
- 4.4.5 Provide reasonable steps to supervise the use of the Internet;
- 4.4.6 instruct users in the guidance and appropriate use of telecommunications and the internet;
- 4.4.7 take disciplinary steps where inappropriate use occurs:
 - (a) Students: action according to the Student Code of Conduct
 - (b) Staff: action according to the Progressive Disciplinary Policy/Procedure
- 4.4.8 require that any school information posted to the school web pages comply with the Freedom of Information and the Protection of Privacy Act;
- 4.4.9 inform students that their activities and files are subject to supervision by staff.

4.5 USER RESPONSIBILITIES

Use of Trillium Lakelands District School Board connections to the Internet shall be for the exchange of information in order to support the user's education, communication and research.

Users WILL:

- 4.5.1 observe standards of courtesy and behaviour consistent with the practices and policies of Trillium Lakelands District School Board when sending or publishing messages or other information on the Internet;
- 4.5.2 refrain from using the system for any purpose which is in violation of the law;
- 4.5.3 use only the login provided to them;
- 4.5.4 when transporting board computers, take adequate precautions to ensure the security of equipment and the information on it. Materials containing the personal information of students or staff must be protected as outlined in operating procedures of each department.

Users WILL NOT:

- 4.5.5 post, publish or display any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist or illegal material;
- 4.5.6 send or intentionally receive inappropriate or offensive messages or pictures from any source;
- 4.5.7 transmit or download information or software in violation of copyright laws;
- 4.5.8 impersonate other users;
- 4.5.9 transmit or knowingly receive software having the purpose of damaging computer systems;
- 4.5.10 maliciously attempt to harm, destroy, alter, or copy data of any person, computer, or network linked to Trillium Lakelands District School Board's Wide Area Network (WAN);
- 4.5.11 share their passwords or accounts with others and must make all efforts to safeguard this information from unauthorized users.

4.6 Failure to observe these rules could result in the loss of computer privileges by students and staff and/or other disciplinary actions.