

Policy nº 2000-IT-01:	Use of Information and Communication Technology Resources Policy
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NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.

A glossary of Terms

Access: To store data on and retrieve data from a disk or other peripheral device. (2) The entrance to the Internet or other online service or network. (3) In computer security, the opportunity for use of a resource.

Cloud services: Is a general term used to include a variety of computing and information services and applications run by users across the Internet (in the "Internet cloud") on the service provider's systems, instead of run "locally" on personal computers or campus-based servers. These Internet-based services are sometimes called "software as a service" (SaaS), or "platform as a service" (PaaS), or "hosted" applications, storage or computing.

Data: Data may refer to any electronic file no matter what the format: database data, text, images, audio and video. Everything read and written by the computer can be considered data except for instructions in a program that are executed (software).

E-mail: (Electronic-MAIL) The transmission of text messages and optional file attachments over a network.

File: A computer file is a block of arbitrary information, or resource for storing information, which is available to a computer program and is usually based on some kind of durable storage. A file is *durable* in the sense that it remains available for programs to use after the current program has finished.

Internet: The Internet is a worldwide, publicly accessible series of interconnected computer networks that transmit data using the standard **Internet Protocol (IP)**. It is a "network of networks" that consists of millions of smaller domestic, academic, business, and government networks, which together carry various information and services, such as e-mail, online chat, file transfer (FTP), and the interlinked web pages and other resources of the World Wide Web (WWW).

Information Technology and Communication Technology (ICT) Resources: any technology equipment, including computers, peripherals, software, networking devices, IP networks (wired or wireless), IP phones, IP cameras, IP access control and IP intercoms.

IP Telephony: The two-way transmission of voice over a packet-switched IP network, which is part of the TCP/IP protocol suite. The terms "IP telephony" and "voice over IP" (VoIP) are synonymous. However, the term VoIP is widely used for the actual services offered while IP telephony often

2.0 OBJECTIVES



4.0 SCOPE OF APPLICATION

4.1 USERS

This policy applies to all school board employees, students of the youth and adult sectors, commissioners, parents, volunteers, consultants, service providers and any authorized guest using the board's ICT resources. This policy also applies to ICT users who have access to the board's ICT

- 5.6 All users must sign a User Agreement (*Annex A, B or C*).
- 5.7 All SWLSB IT hardware, especially portable devices, must be kept secured at all times against damage, misuse, loss or theft. In addition, hardware and software containing sensitive information or data must be protected with appropriate security measures such as passwords or PIN codes.
- 5.8 SWLSB IT Storage hardware that becomes obsolete must be disposed of in a manner that renders any information illegible and irretrievable at the time of disposal.

7.3 Post personal information about themselves or others without proper authorization. Personal information includes but is not limited to name, phone number, address, pictures and video clips;

7.4

All SWLSB systems must have appropriate user IDs and passwords to ensure access is restricted only to authorized individuals.

The SWLSB requires that wherever possible, strong passwords must be used (see below for examples). Strong passwords have the following characteristics:

- Contain at least three of the five following character classes:
 - Lower case characters
 - Upper case characters
 - Numbers
 - Punctuation
 - "Special" characters (e.g. @\$%^&*()_+|~-=\`{}[]:; '<>/ etc)
- Contain at least eight (8) alphanumeric characters

Weak passwords have the following characteristics:

- The password contains less than eight (8) characters
- The password is a word found in a dictionary
- The password is a common usage word such as:
 - Names of accounts, family, pets, friends, co-workers, fantasy characters, etc.
 - Computer terms and names, commands, sites, companies, hardware, software.
 - The words "swlsb", "wilfrid", "swlaurier", "swlauriersb" or any derivation.
 - Birthdays and other personal information such as addresses and phone numbers.
 - Word or number patterns like aaab

2.0 Password rules for SWLSB Students:

- It must be a minimum length of 6 characters;
- It must not be your network account name (ex. User: 0123356 Password: 0123456);
- Each student's password will be reset by the Information Technology Department prior to the start of the school year.

3.0 Password safety for all users;

It is recommended that all SWLSB users follow these best practice guidelines concerning passwords:

- Do not reveal your password to ANYONE. Do not reveal a password to co-workers while you may be on vacation. The IT Department will never request your password so please disregard any requests via email for your password;
- If someone demands your password, refer him or her to this document or the SWLSB Information Technology Department;
- Do not use the "Remember Password" feature of applications or web sites;
- Do not write passwords down and store them anywhere where they are easily found by others;
- Avoid reusing a password. The use of a password manager (ex. Dashlane, Keeper Password Manager) is recommended for those who have multiple unique passwords to remember.



Under 18 (High School, Adult and Vocational Training) Student User Agreement

- When using school computers, I will use appropriate language and not look at or use anyone else's work without permission;
- I shall not give out personal information;
- I shall keep my password confidential and not give out to anyone;
- I understand that anyone can read messages I send and that my work on the computer is not private;
- I understand that my online activities (digital footprint) are permanent and not always private;
- I shall not download or share any copyrighted materials that I do not have the rights to;
- I have read and I understood the rules and agree to follow them. If I do not follow these rules I know that I may have my computer privileges restricted or taken away at any time.

Student Agreement

I have read and I have understood the Policy on the Use of Information and Communication Technology Resources. I agree to abide by it and understand that any violation of any provision may result in the loss of access privilege and school sanctions.

Student's School or Centre: _____

Level or Program: _____

Student's Name (please print): _____

Student's Signature: _____

Date: _____

Date of Birth: _____

Student's Signature: _____

A complete version of the Policy is available on the School Board Web site at www.swlauriersb.qc.ca

Parent / Guardian Consent

As the parent / guardian of the above named student, I have read and I have understood the Policy on the Use of Information and Communication Technology Resources. I grant permission for my son / daughter / charge to access networked services such as e-mail and the Internet.

Name of Parent / Guardian (Please Print): _____

Signature of Parent / Guardian: _____

Date: _____

User Agreement

User Agreement

I have read and I have understood the Policy on the Use of Information and Communication Technology Resources. I agree to abide by it and understand that any violation of any



Internet Filtering List

The following is a list of Internet categories and how the SWLSB filters each.

Deny Access

- | | | |
|---------------------------------|-----------------------|------------------------------|
| Adult Materials | Games | Pornography |
| Child Abuse | Hacking | Proxy Avoidance |
| Dating | Illegal or Unethical | Spam URL |
| Discrimination | Lingerie and Swimsuit | Sports Hunting and War Games |
| Drug Abuse | Malicious Websites | Spyware and Malware |
| Explicit Violence | Marijuana | Tasteless |
| Extremist Groups | Nudity and Risqué | Tobacco |
| Freeware and Software Downloads | Phishing | Weapons (Sales) |
| Gambling | | |



Allow Access

- | | | |
|--------------------------|------------------------------------|------------------------------|
| Abortion | Finance and Banking | Political Organizations |
| Advertising | Folklore | Real Estate |
| Advocacy Organizations | General Organizations | Reference |
| Alcohol | Global Religion | Restaurant and Dining |
| Alternative Beliefs | Government and Legal Organizations | Search Engines and Portals |
| Armed Forces | Health and Wellness | Secure Websites |
| Arts and Culture | Information and Computer Security | Sex Education |
| Child Education | Information Technology | Shopping and Auction |
| Brokerage and Trading | Instant Messaging | Social Networking |
| Business | Internet Radio and TV | Society and Lifestyles |
| Content Servers | Internet Telephony | Sports |
| Digital Postcards | Job Search | Streaming Media and Download |
| Domain Parking | Medicine | Travel |
| Dynamic Content | News and Media | Web-based Applications |
| Education | Newsgroups and Message Boards | Web-based Email |
| Educational Games | Personal Vehicles | Web Chat |
| Entertainment | Personal Websites and Blogs | Web Translation |
| File Sharing and Storage | Plagiarism | Web Hosting |