OBERLIN HIGH SCHOOL

ICT
INFORMATION
COMMUNICATION
TECHNOLOGY

POLICY

Revised Sept, 2020

Prepared by: System Administrator

Purpose

Information and Communication Technologies (ICT) are provided at Oberlin High School for educational, communication and research purposes. This ICT Policy and Acceptable Use Agreement will help protect students, staff and the resources by clearly stating what is acceptable and what is not. It will also outline the technological pathway for the new norm where teaching and learning is concerned. This ICT Policy and Acceptable Use Agreement covers ICT resources, mobile telephones and student/teacher owned devices. It applies to students/teachers during class time, down time, form time, lunch time, special events, extra-curricular activities, Zoom meetings and online classes.

Definition

- ICT = Information and Communication Technologies and includes but is not limited to the use of computers, the school network, the Internet, email and Web services, digital/video cameras, printers, scanners and removable storage devices, etc

- ICT Resources = ICT, Mobile Telephone and Student/teacher Owned Devices

- Mobile telephones = standard mobile telephones and smart phones such as iPhones, Android Devices and mobile telephones that can access the   internet, etc

- Student/techer Owned Devices = any ICT device that a student/teacher owns and brings to school eg iPod, Netbook or laptop, personal data assistants (PDAs), cameras, mobile / smart telephones, etc

- IT Personnel = Computer System Administrator, Computer Lab Technician, Computer Data Personnel, Computer Lab Aides

Remote Learning | *Google Suite* | Google Classroom

As we adjust to facilitate the new norm, we will be utilizing the Google Suite product to enable the teaching/learning process. As such, all teachers and students will be provided with a personalized Gmail email address that is associated with Oberlin High School. This will be managed collaboratively between the Ministry of Education and Oberlin High School.

This email account will facilitate the smooth and seamless navigation between Google products and services. Fundamentally, it will provide access to Google Classroom, which is the standard learning management system that is utilized by the institution. The school issued email address will be the only email address that can and will be used in the Google Classroom managed by the institution. Personal email addresses not issued or associated with the institution will not be authorized on the platform. This is the case for both students and teachers.

Technical Support | Escalation Matrix

To ensure that all user issues are dealt with expeditiously, an escalation matrix has defined. This will ensure that all pertinent matters are addressed in a reasonable time frame.

1hr – 24hrs	Email: oberlinlabtech@gmail.com
24hrs -48hrs	Contact System Administrator
48hrs - 72hrs	Contact Vice Principal(S)
After 72hrs	Contact Principal

When using Oberlin High School ICT resources at school or remotely, students/teachers agree to:

- use the ICT Resources at school remotely for educational purposes;

- only use my own username and password to access ICT Resources;

- use social networking sites for educational purposes and only as directed by teachers;

- think about how I use content posted on the internet and not simply copy and paste information from websites;

- not use any ICT resources or actions that will bring the school into disrepute

Use ICT resources in a safe and secure way:

- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images;

- always act with caution when communicating with unknown people using the school ICT resources ;

Examples of unsafe actions:

- Revealing your full name, address, phone number, etc. to an unknown person by email or chat session;

- using a chat facility that is not supervised by your teacher or an IT personnel

- placing your personal details on a web page;

- giving out credit card details to strangers or to unverified or unsecure websites;

- putting personal details in your email signature; and

- accepting offers to meet strangers who you have met via an electronic medium.

Use ICT resources legally:

- Abide by copyright requirements when using content on websites (ask   permission to use images, text, audio and video and cite references where necessary);

- not use the school computer facilities for illegal purposes:

**Examples of illegal activity:**

- Copying software onto computers, disks or networks without permission by the copyright owner, or an IT personnel;

- sending threatening or profane electronic mail;

- ordering materials over the Web using other people's credit cards without their permission;

- copying digital art works, music or printed material without permission by the copyright owner; and

- using the Web to distribute pornographic material

Use ICT resources responsibly:

- Not use ICT resources at school for personal financial gain, gambling or advertising;

- not deliberately enter or remain in any site that has obscene language or   offensive content (e.g. racist material or violent images);

- not tell other people my password or leave my computer logged in and unlocked when leaving the room.

Examples of irresponsible actions:

- leaving a computer logged on after departing the room / computer lab;

- leaving personal information on a shared computer where others can use it;

- neglecting to back up important pieces of school work; and

- telling other people your password.
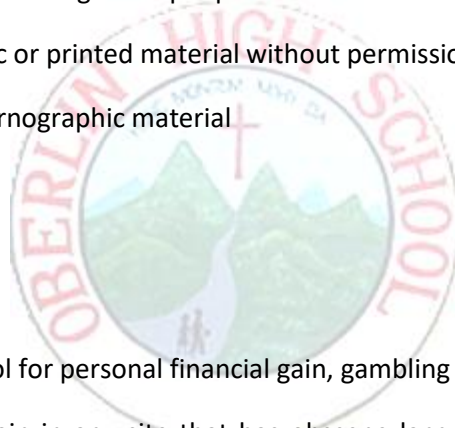
Use ICT resources honestly:

• Not interfere with computer or network security, the data of another user or attempt to log into a computer or the network with a user name or password that is not my own (eg of another student, teacher, staff member or system);

• The unauthorized access or use of any system or distribution of student, staff, client or other confidential information or records belonging to the school;

• Not use the school computer facilities for dishonest purposes.

Examples of dishonest activity:

• Copying another person's work and submitting it as your own;

• claiming personal ownership of material that was developed by a group;

• setting up an unofficial web site which claims to be the official school site; and

• sending electronic mail using a faked e-mail address or someone else's account.

Use ICT so that you do not offend others:

• Be courteous and use appropriate language when talking to and working with others online and never participate in 'hate mail' or acts of harassment;

• not send, produce, show or search for things that might upset others.

Things which could upset others:

• Spreading untrue rumours and gossip through e-mail;

• publishing racist or sexist material;

• downloading or displaying offensive pictures; and

• playing offensive songs from websites.

Use ICT so you do not disrupt others:

- not attempt to download software, music, video or other large files without permission;

- not bring or download unauthorized programs, including games, to the school or run them on school computers;

- not intentionally create congestion or disrupt the school ICT resources. Things which could disrupt other users:

- breaking or damaging the computer equipment;

- spilling food or drink on computer equipment;

- creating and / or forwarding chain-mail;

- downloading large files from the Internet during school time without seeking approval from your teacher;

- introducing viruses and malware into the system;

- Deleting or changing critical files, or the files of others;

- attempting to gain unauthorized access or hack into the school ICT resources; and

- using the computer system to gain unauthorized entry into other computer systems or ICT resources;

- not keeping anti-virus protection up to date on student owned devices, for example, checking removable media (such as USB storage devices) •

- students should report any hardware or software issues with school ICT resources to their teacher or IT personnel and not try to fix things themselves.

- ask my teacher or IT personnel for help if I find or receive information that I feel uncomfortable with or is inappropriate.

Monitoring and management of ICT Resources

All departmental ICT resources are the property of Oberlin High School, which reserves the right to monitor the use of these ICT resources. This right extends to student/teacher owned devices (**connected to the school's computer network**). The school has the lawful right to monitor your use of its ICT resources for threats and vulnerabilities, and may do so at any time without notice.

The school may exercise its right to monitor the use of the school's ICT resources to:

• Ensure that the systems and networks are functioning properly;

• protect against unauthorized access; and to

• ensure compliance with the Rules for Responsible ICT Use