

## THE DISCIPLINARY PROCESS

In the event that a student (or parent) violates our *Acceptable Use Policy*, the TCDSB will provide a notice of violation and an opportunity to present an explanation. Explanations will be made before a school administrator.

Disciplinary action will be tailored to meet the concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on our electronic network. If the violation also violates the school Code of Behaviour, the violation will be handled in accordance with the provisions of the school's code.

- A school administrator may deny, restrict or suspend a student's access to the TCDSB system upon any violation of the *Acceptable Use Policy* or the rules of the school.
- Legal authorities will be contacted if there is any suspicion of illegal activities.
- The TCDSB will cooperate fully with the legal authorities in any investigation relating to such illegal activities.

For the complete text of the TCDSB *Acceptable Use Policy* - A.29 (Electronic Communication System) and related documents visit our website: <http://www.tcdsb.org/policyregister/AUP>



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## ONLINE RULES AND ETIQUETTE

*Creating  
and maintaining  
an effective  
and safe  
electronic learning  
environment  
for our students*



Oliver Carroll  
Chairman of the Board

Kevin Kobus  
Director of Education

## OUR RESPONSIBILITIES

The TCDSB is concerned about the teaching and learning environment of its students. We are committed to inform parents and students about the rules governing the use of our electronic communication system so that we can offer an effective and safe place to learn.

Through the distribution of this informational brochure, classroom posters, student instruction and our request for you to indicate, in writing, your support and agreement with our policy, we hope to fulfill that commitment.

Accordingly, our teachers and staff will be instructing students about the specific rules for using our electronic communication system including the Internet, our Intranet and E-mail.

## YOUR RESPONSIBILITIES

Students are expected to support the rules of our *Acceptable Use Policy* as outlined in this brochure and are encouraged to take these online rules and etiquette home and discuss them with their parents.

We will distribute a form called the *Student Access Agreement*. This form *must* be signed before students can use our electronic communication system. A parent or guardian must also sign this form if the student is under 18 years of age.

Parents are responsible for how students use the Internet at home. Therefore, we ask that you support our Acceptable Use Policy when access to our electronic communication system is made from your home.

Parents and students should recognize that our policy for the acceptable use of the Internet includes a disciplinary process, should there be a failure to comply.

## TCDSB ACCEPTABLE USE POLICY

### PERSONAL SAFETY AND PRIVACY

- I will not give out any personal information online without my parents' permission. This includes my name, phone number, address, e-mail, location of my school, my parents' work address/telephone numbers, credit card number information, and my picture.
- I will not arrange to meet a friend I have made on the Internet unless one of my parents has been informed and will be present.
- I will not send any annoying messages to anyone.
- I will not post or send insulting or rude messages or threats to anyone online.
- I will always use a pretend name or nickname that doesn't reveal anything about me.
- I will not respond to any message that makes me uncomfortable. I will show an adult right away.

### PLAGIARISM AND COPYRIGHT

- I will not copy words, pictures or sounds from the Internet without permission.
- I will not believe everything I read on the Internet. When doing online research, I will always check the source of the information and confirm it with a parent, teacher or librarian.

## INAPPROPRIATE LANGUAGE AND MATERIAL

- I will not use bad, insulting, threatening, rude or disrespectful language on the computer.
- I will not look at or save pornographic pictures from the Internet.
- I will not write disturbing or false information that might harm or offend anyone.
- I will tell an adult immediately if I accidentally see any improper material.

## SYSTEM RESOURCES, SECURITY AND ILLEGAL ACTIVITIES

- I will not download large amounts of material or files without asking an adult for permission
- When creating a password, I will make one up that is hard to guess but easy for me to remember. To avoid having it stolen, I will never reveal it to anyone (except my parents) - not even my best friend.
- I will not open e-mail, files, links, pictures or games from people that I don't know or trust. I will always ask an adult first because the material may contain viruses.
- I will not attempt to gain unauthorized access to TCDSB files or servers or the files or servers of other organizations and companies
- I will not use the TCDSB network to buy or sell anything.
- I will not do anything on the Internet that breaks the law.

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