

Administrative Procedure Number AP002

PROCEDURES

1.0 GENERAL PROVISIONS

- 1.1 Principals will notify parents/guardians about the existence of a Responsible Use Information and Communication Technology Policy at least one time annually. Staff and students will be provided with a username and password that can be used to access the Private Network of the Northeastern Catholic District School Board.
- 1.2 Staff and students, when logging into the Northeastern Catholic District School Board's Private Network will be prompted at least one time annually to review and acknowledge Acceptable Use of Information and Communication Technology, with the exception of students Kindergarten to Grade 3.
- 1.3 Each school year, students from Kindergarten to Grade 3 will receive the Responsible Use of Information and Communication Technology Kindergarten to Grade 3 acknowledgement form to be signed and acknowledged by a parent or guardian and returned to the school.
- 1.4 In the event that a staff member chooses not to accept these terms, the user account may be disabled. Notification will be provided to the immediate supervisor as well as

- 1.10 Electronic mail accounts for students (Kindergarten to Grade 2) will be provided to teachers. Teachers will provide students with instruction on the appropriate use of electronic mail if applicable.
- 1.11 Superintendents and/or Principals will be informed of any serious infraction of the Responsible Use of Information and Communication Technology Policy and steps will be taken to address the matter.
- 1.12 Staff and Students will abide by the terms of the Responsible Use of Information and Communication Technology Policy and refrain from unlawful activity.

2.0 RELATED FORMS AND DOCUMENTS
FORM: