BOARD OF EDUCATION
School District #33 (Chilliwack)

714.1
ADMINISTRATIVE REGULATION
Computer Use, Management and Configuration

The Chilliwack School District strongly believes that by providing computer resources to staff and students we enhance the learning process and empower students with the essential skills for the workplace.

In Chilliwack School District staff and students have access to stand alone computers, computers on local area networks and access to the Internet. This broad range of access offers vast, diverse and unique learning resources for the school district's learning community. At the same time there is a growing and significant requirement to spend time and money on technology maintenance and training.

The use of computer resources is a privilege. Inappropriate use, including violation of any of these terms and conditions, may result in cancellation of this privilege plus possible further consequences.

COMPUTER USE:
1. Using computer resources for any commercial or political lobbying purposes is prohibited.

2. Any use of Chilliwack School District computer resources to access the Internet, will be required to follow the guidelines of the Network Access policy.

3. Only software which is owned by the Chilliwack School District and/or appropriately licensed can be used on any computer resource.

4. Software owned by the Chilliwack School District cannot be copied to home or offsite machines if such copying violates the license with the software author.

5. Any attempt to harm, modify and/or destroy data or computer resources is strictly prohibited. This includes but is not limited to the uploading, transferring or creating computer viruses and any attempt to violate computer security systems.

6.   User passwords are to be kept strictly confidential.

COMPUTER MANAGEMENT:
1.   Modifying any system configuration, start-up files or applications without the explicit permission of the site computer lead teacher and knowledge of the site administrator is prohibited.

2.   Student accounts will not be given any administrative level access to any Chilliwack School District file servers. If an educational experience is required then such access will only be allowed on a stand alone file server which is not required for the computer lab to function.

3.   School sites are responsible for virus scanning any diskettes before they are used in any district owned computer resources.

4.   The Chilliwack School District is not responsible for any damage that may result in the inadvertent transfer of a computer virus from a Chilliwack School District site to an employee or student owned computer.

5.   Schools wishing to use outside technical support do so at their own expense and risk. Any future support issues relating to the contracted problem that requires district technical staff assistance will be billed full labour and parts costs. Schools are strongly recommended to refrain from contracting technical support outside the district staff.

6.   Any computer resource that is not owned by the Chilliwack School District is not eligible for any support, service or software configuration from any district technical staff.

COMPUTER CONFIGURATION:
1.   Changing wiring, altering connections or internal component access on any computer resource, by any user, is prohibited. To ensure maximum equipment availability and functionality these services are to be performed by district technical staff or other authorized personnel only.

2.   Only equipment owned by the Chilliwack School District can be connected to a school local area network (LAN) unless the equipment is in the school with special permission of the Executive Committee and principal.

3.   Once a school has made a commitment to a platform and operating system, all future purchases must meet the minimum compatibility levels of the existing system. There should be no operating system downgrading or system security sacrifices to suit a purchase of software or hardware with compatibility issues.