

Administrative Procedure 140 – Appendix A

EXAMPLES OF ACCEPTABLE, INCIDENTAL AND UNACCEPTABLE USE

	ACCEPTABLE		INCIDENTAL		UNACCEPTABLE	
	Acceptable	Acceptable Incidental	Incidental	Incidental Unacceptable	Unacceptable	Illegal
General Computing	Creating student handouts on your computer		Preparing a roster for your child's soccer team over the lunch hour	Printing flyers promoting your home based business	Leaving a computer logged in with your teacher account as this is a security breach	Running an unlicensed (pirated) version of software on a computer
E-mail	Sending a group email with minutes of a PLC meeting attached	Sending an email to a colleague that deals with work and the schedule for your upcoming hockey tournament	Sending emails to coworkers with birthday or holiday wishes	Sending a Division wide email (spam) with 'car for sale' type messages	Distributing racist or obscene jokes, pictures or graphics via email	Making a libellous statement about a co-worker or student in an email
Internet	Accessing <i>Central iSchool</i> resources	Downloading and installing plug ins and updates with prior authorization	Browsing a news site during the lunch hour to keep up with current events	Downloading and installing a screen saver program	Downloading a trial version of a program and installing it without authorization	Downloading, storing, distributing or selling child pornography
Bandwidth	Using the Breeze server to deliver online instruction	Viewing online streaming media with students for a curricular purpose	Listening to a podcast of the news	Streaming audio or video from Internet sites thus slowing down the Network e.g. YouTube	Excessive personal use of the Internet	Downloading, storing or distributing copyrighted music or videos

Note: These are examples only and not exhaustive or inclusive.

Reference: Sections 85, 87, 109, 175 Education Act