



<b>BOARD POLICY</b>	
<i>Policy Section</i> <b>TECHNOLOGY</b>	<i>Policy Number</i> <b>904</b>
<i>Administrative Procedure Number</i> <b>AP-TECH-904</b>	<i>Page</i> <b>1 of 4</b>

## **POLICY TITLE**

Personal Network Devices

### **1.0 PURPOSE**

The Peterborough Victoria Northumberland and Clarington Catholic District School Board (the “Board”) is committed to enabling students and employees access to the Board’s network for education related purposes and in a manner that is not detrimental or harmful to the interests of others. The Board will provide this access while maintaining the security and effectiveness of the Board’s network.

### **2.0 POLICY**

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to provide network access to Personal Network Devices to further the educational goals of the Board while at the same time implementing controls and processes to protect the integrity of other network connected devices.

### **3.0 GUIDELINES**

- 3.1 All users shall sign the Acceptable Use of Technology agreement.
- 3.2 Users shall make every effort to ensure that the Device is configured properly using the most up to date versions of software, firmware, and antivirus.
- 3.3 The Board has a responsibility to provide a safe and secure computing environment for students and employees while employing technology and procedures to ensure Devices do not compromise the network or any network connected devices.

- 3.4 Users shall comply with the respective Acceptable Use Policy while using the Device and understand that failure to comply with the Policy may result in the loss of computer/network privileges, financial compensation to the Board, pursuance of criminal charges, and/or other disciplinary action consistent with the School Code of Behaviour, Board Policy, Board Code of Conduct, and/or the Education Act.
- 3.5 Teachers shall advise students that the Board will, from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems including those devices used to access the Board's systems.

#### **4.0 TERMS AND DEFINITIONS**

##### **4.1 PERSONAL NETWORK DEVICE**

A personal network device is a device, owned by the user, which has the capability to connect to a computer network, either through a network wire or using a radio designed to connect to a wireless computer network. Examples include: laptops, netbooks, some portable music players, some portable game devices, and some cellular telephones.

##### **4.2 MULTI-RADIO DEVICE**

A multi-radio device is a network device which employs more than one radio to connect to multiple networks. Some cellular telephones will allow users to choose whether they connect to a cellular network or to a computer network in order to access the internet.

##### **4.3 NEXUS**

The umbrella for "school behaviour" includes matters which fall under the category of "nexus". Nexus means "relevant". The student's behavior off school property and/or outside the school day may have a relevant and related impact on the safety and well-being of the school community.

##### **4.4 WEB SERVER**

A web server is a computer program that serves the requested files which form web pages to the client's browser.

#### 4.5 FTP (FILE TRANSFER PROTOCOL) SERVER

An FTP server is a piece of software that is running on a computer and uses the File Transfer Protocol to store and share files. Remote computers can connect anonymously, if allowed, or with a user name and password in order to download files from this server using a piece of software called a FTP Client.

#### 4.6 FIRMWARE

Firmware is a set of instructions that is embedded in a device at the time of manufacture that allows the device to function. Modern devices often store the firmware in a manner that allows it to be updated periodically.

### 5.0 REFERENCES/RELATED DOCUMENTS

Board Pamphlet – Safe Surfing on the Internet  
Ontario Software Acquisition Program – <http://www.osapac.org>  
Catholic Curriculum Corporation - *Ethical and Responsible Use of Information and Communication Technology*

### 6.0 RELATED POLICIES

Policy 402, Workplace Harassment Prevention  
Policy 709, Safe Schools - Code of Conduct  
Policy 902, Student Acceptable Use of Technology  
Policy 903, Employee Acceptable Use of Technology

### 7.0 RELATED FORMS

Form CS3, Student Acceptable Use of Technology Agreement – Grades K-3  
Form CS4, Student Acceptable Use of Technology Agreement – Grades 4-8  
Form CS5, Student Acceptable Use of Technology Agreement – Grades 9-12  
Form CS7, Employee Acceptable Use of Technology

### 8.0 APPROVED BY BOARD

May 25, 2010

**9.0 EFFECTIVE DATE**

May 25, 2010

**10.0 POLICY REVIEW DATE**

May 2015

**11.0 REVIEW BY**

Manager of Information Technology