



## HOLY FAMILY ELEMENTARY SCHOOL

55 Wann Road  
Whitehorse, Yukon Y1A 5X4  
Tel: 867-667-3500  
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Principal: Theodore Hupé  
V/Principal: Lina Radziunas

### Student Information Technology Use Guidelines

#### Internet Use Guidelines

Yukon schools are connected to the Internet through YESNet, Yukon public schools' wide area network. To ensure YESNet is fully operational and stable, students are required to follow the technology use guidelines outlined below.

1. School Internet access is a publicly funded resource to be used for educational purposes only.
2. General guidelines for student Internet use: K to 3 - Teacher led and supervised - Grades 4 to 7 - Teacher Supervised.
3. Students are not permitted to play games, download files (MP3, jpegs, real audio, movies, etc.) or to install applications, except when the activity is both supervised and related to their curricular studies.
4. Students are prohibited from using:
  - personal e-mail or personal laptops on the school server
  - instant messaging (ICQ, MSN Messenger, etc.)
  - chat rooms
  - peer to peer file sharing (ie. Limewire, Acquisition)
  - personal blogs, journals or other social network sites
  - (ie. Facebook, Xanga, MySpace, etc.)
5. Students are prohibited from using the school's Internet for product and/or service advertisement or political lobbying.
6. Students are reminded to follow Canadian Copyright Guidelines when using Internet resources for class projects or reports.

#### School Server Use Guidelines

All Yukon students are provided with data storage space on their school's server.

1. Students are permitted to store only curriculum related documents in their folder on the school's server.
2. Contents of student folders are accessible by classroom teachers and/or Department of Education staff.
3. The contents of student folders on the school's server will be deleted at the end of each school year.
4. **Students may not access - or attempt to access documents or folders of other students or staff.**
5. Cyberbullying – suspension of FC privileges for the remainder of the school year.

**PLEASE NOTE: Suspension of school computer use will be the result of intentionally disobeying any of the conditions stated above.**

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#### Information Technology Use

I understand and agree to abide by the responsibilities and guidelines outlined in this document.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This information is being collected under the authority of the Education Act for the purpose of administering the Information Technology Use Policy to a student. This information may be used in establishing databases. For further information, please contact or direct inquiries to the Principal at (867) 667-3500.