

Table 1: Examples of Acceptable/Incidental/Unacceptable Usage

ACCEPTABLE		INCIDENTAL/		UNACCEPTABLE		
Acceptable	Acceptable/Incidental	Acceptable	Incidental/Unacceptable	Unacceptable	Contravenes Other Policies	Illegal
Looking for lesson plans on the Internet.	Viewing online streaming media with students for curricular purpose.	Preparing a roster for your child's hockey team over lunch hour.	Preparing a roster for your child's hockey team, typing up the computer when co-worker needs access.	Walking away from a computer while still logged on and not locking the computer ()	Excessive personal use of the computer (i.e. hours of work).	Running pirated/unlicensed version of software.
Accessing <i>ask Ministry of Education</i> Website for resources.	Sending an e-mail to a colleague that deals with work and the schedule for your up-coming lacrosse tournament	Sending e-mails to coworkers/others with birthday and holiday wishes.	Installing a screen saver program.	Sending division wide e-mails with 'puppies 4 sale' type messages.	Excessive personal use of the Internet (i.e. hours of work).	Making a libelous statement about a co-worker or student in an e-mail.

Glossary of Terms to Accompany Student & Parent/Guardian Release Form

E-mail:

Electronic mail. Messages of text (although pictures and other computer files may be attached from one user to one or more others.