

COMPUTER USAGE POLICY

APPENDIX TO THE RULES AND REGULATIONS OF THE LYCEE FRANCAIS DE TORONTO (LFT)

This Policy lays out the mutual covenants between users and the Lycée Français de Toronto (LFT).

The rules and obligations set forth below apply to all students, teachers, staff and, more generally, to all persons authorized to use the computer equipment and systems of the LFT. This includes the servers, workstations, tablets, printers and photocopiers within the administrative services, classrooms, teachers' rooms and multi-media library.

Compliance with the rules established by this Policy also extends to use of computer systems from organizations other than the LFT that are accessible via the Internet, or access to LFT's computer systems from the outside. Access to these resources is considered a privilege, not a right, and can be suspended at any time in the event of contravention of this Policy.

All members of the LFT community have rights and obligations that are identical in spirit but different in practice, depending on their role and the duties entrusted to them by the LFT. Network administrators appointed by the principal must ensure that the IT systems run smoothly. They have access to stored or transmitted data for maintenance and service purposes. While complying with confidentiality rules, they can also access the backup files of on-line activities or send such files to their manager.

1. The computer facilities of the Lycée Français de Toronto are a working tool.

Users agree:

- to take care of the computer equipment and IT facilities made available to them and inform the IT manager of any failures;
- not to intentionally disrupt the operation of the computer system;
- not to seek to defeat the security systems;
- not to change the hardware or software configuration of the computers;
- not to use mobile software applications on the computers;
- to follow appropriate procedures when turning computers on or off.

2. The Lycée Français de Toronto offers personal space to all users.

An account is created for every student from Grade 4 and higher upon registration at LFT, allowing the student to store personal documents on the server. This account is password-protected. The student can set the password; it is personal and confidential, but can be reset by the IT manager. This system makes it possible to retrieve personal files at any time and from any workstation.

Users are solely responsible for the use made of their accounts. In the event of contravention of this Policy by a user, any penalties will be applied to the person identified by the username linked to the contravening use. Users must log out before leaving the workstation.

Users agree that their use of the IT resources made available to them is subject to oversight according to applicable law.

Students' personal data are kept for the duration of the school year and then deleted. Such data shall be of an academic or educational nature only.

Teachers' personal data are kept for the full time they are working at the school.

3. The Lycée Français de Toronto offers full Internet access.

The Internet provides access to a vast "library" of varied content and interest. To the extent possible, the LFT uses a filtering system to protect students from sites with illegal or inappropriate content.

Users agree:

- not to attempt to defeat the filtering devices;
- not to visit sites with illegal or inappropriate content.

4. Messaging service of the Lycée Français de Toronto.

The LFT provides staff and students with an email box. Users agree:

- not to use the messaging service for malicious or inappropriate purposes;
- not to seek to conceal or disguise the identity of the sender of a message.

5. External access to the resources of the Lycée Français de Toronto.

The LFT has made its IT resources accessible to users from home via the following portal:

<https://portal.lft.ca/lp/LFTWI/Logon.do>

This Policy also applies to the remote use of the school's IT resources.

6. The Lycée Français de Toronto is a place where students learn to live in society.

The virtual universe does have rules. The role of the LFT is also to teach students to respect those rules and comply with a code of conduct. The IT facilities offered by the school must not be used for inappropriate or business purposes.

7. Use of personal devices at the Lycée Français de Toronto.

The use of personal electronic devices for educational work is authorized only when supervised by a teacher, as well as by grade 10-12 students in their student lounge.

All other uses of cell phones, sound/image players or recorders or other telecommunication device is prohibited during class and anywhere inside the premises of LFT.

In an emergency, a phone is available at the reception desk or at the Student Affairs office.

8. Penalties for non-compliance with the Policy.

Failure to comply with the principles that are laid out in the Policy may lead to a limitation or denial of access to the LFT's IT resources, the imposition of punishments provided for by the school's rules and regulations and/or criminal penalties under applicable law.

This Policy was adopted by the School Board on May 26, 2015.

This Policy applies to all parties.

Registration in the school implies acceptance of LFT's rules and regulations