



INTERNATIONAL GATEWAY LANGUAGE ACADEMY & COLLEGE -KELOWNA SOCIAL MEDIA & INTERNET USE POLICY

Social Media Policy

International Gateway Kelowna Ltd. recognizes that access to technology in school gives students and teacher's greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

The Social Media Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

Examples of Acceptable Use

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that you are expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if you see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of yourself and others.
- Help to protect the security of school resources.

Examples of Unacceptable Use

- Use school technologies in a way that could be personally or physically harmful to yourself or others.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward other staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content you find online.
- Post personally-identifying information, about yourself or others.
- Agree to meet someone you meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn't intended for your use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Internet Policy

International Gateway Kelowna Ltd. offers students Internet access. Internet access is provided for researching purposes and to assist students in their studies. Internet access is not to be used for streaming videos, games etc., downloading of software, games, videos etc. Students using the internet for anything other than school research purposes may lose their internet access at the school.

- Streaming or downloading software or other copyright material is prohibited.
- Visiting objectionable Internet sites is prohibited. Objectionable sites may include, but are not limited to, pornography of any form, or any sight that violates the rights of any human being.
- Sending of objectionable e-mail is prohibited and doing so will result in immediate termination.

Surfing of the internet during class hours, unless directed to do so by an instructor, is against International Gateway Kelowna Ltd. Policy.