



Standard Operating Procedure

Department: Learning & Engagement
Zoo School
Subject: Acceptable Use Policy

Draft: 2020-11-13
Revised: 2025-09-23

Purpose

The purpose of this policy is to outline expectations for the safe and acceptable use of technology for Zoo School students to ensure their wellbeing and those they interact with through virtual platforms and also to establish recourse for any misuse.

Procedure

Table with 2 columns: Category (Training and Policy Awareness, Scope, Student Responsibility) and Description (All Zoo School staff and students are to be aware of this policy in conjunction with the Safe and Accepting Schools Policy and follow any procedures mentioned. Zoo School students will be made aware of and provided with a copy of this policy on the first day of Zoo School. Parents will have access to this policy and the Safe and Accepting Schools policy on the Zoo School website. Zoo School students will exclusively use their own computer hardware and will not have access to the Toronto Zoo's network. WiFi access may be made available to students who are onsite at the Zoo; any use of the Zoo's WiFi is subject to the conditions in this policy. It should be noted that Zoo School reserves the right to record any online sessions, AI tools may be used to support internal administrative and planning tasks. The Toronto Zoo is not responsible for: Any content accessed by our students that was not created, published, or authored by the Toronto Zoo. Any costs incurred by the students on their personal devices. The reliability of the Toronto Zoo's information technology resources (i.e. service interruptions), nor the reliability of third party resources or services (e.g. Google Classroom). Any information that might be lost or made unavailable due to technical or other difficulties. Within their enrollment time at Zoo School, students are expected to demonstrate ethical behaviours online that also demonstrate consideration for their classmates. Students will also immediately report to the teacher or school principal any

Acceptable Use	<p>infractions related to this policy. Students should ensure their environment is proper for learning, free from distractions and noise. Students are responsible for ensuring they are properly dressed while participating in this online course and must conduct themselves in a responsible manner.</p> <p>Students will:</p> <ul style="list-style-type: none"> <li>• Not engage in online communications that cause harm to others, including any language that contravenes items under the Human Rights Code, and language that is harassing, violent, or otherwise unacceptable.</li> <li>• Not participate or engage in any cyber-bullying.</li> <li>• Not visit unacceptable websites and/or illegal activity.</li> <li>• Not share their password or access another students' school related accounts.</li> <li>• Not plagiarize any work or misrepresent the author of any given classwork.</li> <li>• Properly cite or reference any material used and/or accessed as part of assigned classwork.</li> </ul>
Personal Safety	<p>Students must be aware of their personal safety while online. This should include, but is not limited to, never providing personal information to someone met online, never meeting with someone that has been met online, and knowing that any information or messages shared with another person online may not be held in confidentiality. Students should also be aware that all of their online activities may be tracked and recorded through third party systems.</p>
Recourse	<p>Students who are found to be acting against the content of this policy may be subjected to disciplinary measures up to and potentially including suspension or expulsion from Zoo School. Legal action may also be applied for any student participating in criminal activities.</p>

**References:**

<https://schoolweb.tdsb.on.ca/woburnci/School-Policies/Computer-Use-Policy>  
<https://www.ddsb.ca/en/family-and-communitysupport/resources/Documents/ACCEPTABLE-AND-SAFEUSE->

<https://www.ddsb.ca/en/family-and-communitysupport/resources/Documents/ACCEPTABLE-AND-SAFEUSE-PROCEDURE-Secondary.pdf>

<http://ppf.tdsb.on.ca/uploads/files/live/97/1933.pdf>

- Toronto Zoo School: Provincial Code of Conduct Policy
- Toronto Zoo School: Academic Honesty Policy
- Toronto Zoo School: Bullying Prevention Policy
- Toronto Zoo School: Safe and Accepting Schools Policy