



User Code of Conduct for Group Administrator Access



Guiding Principle

EcoSchools Canada's online certification platform and related resources are intended to support educational and research activities. The EcoSchools Certification Platform (ECA) is not a public platform, it is a secure private platform and information within the platform cannot be shared without authorization from EcoSchools Canada.

User Commitment and Responsibility

Users accept and agree that they are responsible for all use of their account and further accept to abide by the User Code of Conduct set out below.

Rights of EcoSchools Canada

EcoSchools Canada reserves the right to remove material from any account and to suspend access to an account pending an investigation into suspected violations of the User Code of Conduct. The User Code of Conduct may be amended from time to time. Notice of any changes to the User Code of Conduct will be sent via email.

Specific Responsibilities of Users

Under the User Code of Conduct, users must:

1. Review the User Code of Conduct in full and associated training materials.
2. Use only the account for which they have been authorized by EcoSchools Canada.
3. Prevent unauthorized access for every account provided to them by using passwords and other controls, and keep these passwords and access controls confidential at all times.
4. Ensure their accounts are used only for authorized activities.
5. Never use accounts and information obtained through account access for personal purposes or financial gain. Examples of unacceptable use include the promotion of conferences, events and donation requests.
6. Never interfere or attempt to interfere with any other user account.
7. Never send unauthorized and unsolicited e-mail. Generating contact lists using information accessed in the ECA is strictly prohibited, unless pre-approval from EcoSchools Canada is obtained.^{1 2}
 - a. Only with pre-approval from EcoSchools Canada, can school user contact information in the platform be used to conduct outreach that directly supports the delivery of the EcoSchools program. This contact information should never be used for any other purposes, such as those outlined in #5 of the Specific Responsibility of Users.
8. Never publicly release any information of program participants and other users that could be considered confidential or personal in nature without proper consent (e.g., email addresses, names, school names, and associated certification levels).
9. Never publicly release any data or information (including images, documents, and application content) obtained through the platform without authorization from EcoSchools Canada.
 - a. Only with pre-approval from EcoSchools Canada, can you publicly release aggregate data (e.g., participation numbers, regional statistics). Please contact EcoSchools Canada should you be interested in using or sharing aggregated data, so we can support your objectives.
10. Comply with all copyright laws and respect the intellectual property of other users.

¹ This clause is not applicable to school board/district/division members.

² The regional school board/district/division or EcoSchools Canada may be able to support the dissemination of outreach regarding the EcoSchools program, if proper permissions are obtained.

Code Violations

Violations to the User Code of Conduct, complaints about violations, and measures taken against violators are governed by EcoSchools Canada's policies. As noted in the EcoSchools Certification Application [Terms and Conditions](#), violators will be removed from the online certification platform.

This document was adapted from the University of Ottawa's User Code of Conduct for Computing Resources.