

Administrative Procedure 805 – Appendix A

SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION

_____ School

Accessing Computers – Acceptable Use Protocol

Part I: Staff Conditions of Use

It is important for staff members to be aware of the operational conditions under which computers and computer networks are made available to them. The following information applies to teachers and support staff.

- a) Access to and use of Division computers and the computer networks may be monitored.
- b) Files or electronic communications involving the use of Division computers or computer networks are not considered private.
- c) Computers and Division computer networks are available only to users who act in an ethical, responsible, legal and professional manner.
- d) Computers and Division computer networks are provided for acceptable and work related purposes as per Table 1.
- e) A breach of the conditions of use or guidelines may result in a temporary or permanent suspension of computer privileges or other sanctions.

Part II: Staff Guidelines

It is expected that staff will utilize Division computers in a professional manner with due regard to the following:

- a) Preservation of the privacy of login (ID) and passwords.
- b) Preservation of the security of systems, material, and information to the highest degree possible.
- c) Reporting of known security breaches to a supervisor or network administrator.
- d) Sending or perusing of rude or offensive material.
- e) Honouring of copyright laws and all license agreements.
- f) Making unjustifiable demands on the Community Net infrastructure, or the school or Division networks, servers, or computers (i.e., online games or streaming media).
- g) Recognition that the content of any and all uploaded material reflects on the image of the school division.
- h) Forfeiture of the right to use Division infrastructure for personal financial gain.
- i) Required notification and approval of the network administrator prior to making any changes to the setup of school computers.
- j) Responsibility for the scanning of student and staff removable media for viruses before use on a school computer.

I have read and understood the conditions of use and the guidelines of this Acceptable Use Protocol.

Staff signature:

Date:

Please return to the school administrative team.