Administrative Procedure 805

ACCEPTABLE USE OF TECHNOLOGY FOR EMPLOYEES

Background

The Division believes that the development and utilization of technological skills by staff should be encouraged and facilitated through the provision of access to a variety of resources for the following reasons:

1. Technological literacy enhances the professional capability of staff, and

2. Equitable access to technological services for educational purposes is a high priority.

The term "acceptable use" means that all users of technology agree to access resources in a manner that is consistent with adopted guidelines and protocols.

This administrative procedure is designed to balance the users' ability to benefit fully from information technology with the need for secure and effectively allocated technological resources.

The Division reserves the right to restrict or deny access to any user who does not comply with Division guidelines and protocols. Independent access to network services is provided to users who agree to act in a considerate, professional, and responsible manner.

When staff use the Division computer system to further their learning and that of students, a prime outcome will be that students will benefit from having technologically cognizant role models from which to learn.

Procedures

1. At the time of hire of all new staff members who utilize computers, and every five years thereafter, commencing in September, 2004, all staff members who utilize computers shall be required to sign the Saskatchewan Rivers Acceptable Use Protocol (Appendix A) which consists of two parts – Terms and Conditions of Use and Staff Guidelines.

2. Staff Awareness of Conditions of Use. Supervisors shall ensure staff are made aware of the following:
    2.1 Access to and use of the Division computer network may be monitored.
    2.2 Because of the nature of network architecture and management, they should not expect any files or electronic communications to be private.
    2.3 The computer network is made available to provide independent access for users who act in an ethical, responsible, legal, and professional manner.
    2.4 Division computers are provided for appropriate and work related purposes as per Table 1 (Appendix B).
    2.5 A breach of the Conditions of Use or Guidelines for Use may result in a temporary or permanent suspension of computer privileges or other sanctions as determined by the Director*.*

3. Guidelines for use
    Staff must utilize Division computers in a professional manner with due regard to the following:
    3.1 Preservation of the privacy of login (ID) and passwords.

3.2 Preservation of the security of systems, material, and information to the highest degree possible.

3.3 Reporting of known security breaches to a supervisor or network administrator.

3.4 Sending or perusing of rude or offensive material.

3.5 Honouring of copyright laws and all license agreements.

3.6 Making unjustifiable demands on the Community Net infrastructure, or the school or Division networks, servers, or computers (i.e., online games or streaming media).

3.7 The recognition that the content of any and all uploaded material reflects on the image of the school division.

3.8 The forfeiture of the right to use Division infrastructure for personal financial gain.

3.9 The required notification and approval of the network administrator prior to making any changes to the setup of school computers.

3.10 Responsibility for the scanning of student and staff removable media for viruses before use on a school computer.

4. All Saskatchewan Rivers Public Guidelines and Conditions of usage apply to staff use of the Community Net where it is operational in a school.

5. Sanctions and definitions will be determined by the Director.

Reference: Section 85, 87, 109, 175, *The Education Act, 1995*

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