

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

At the time of hire, all new staff members who utilize computers shall be required to accept the Saskatchewan Rivers Acceptable Use Protocol (Appendix A) which consists of two parts – Terms and Conditions of Use and Staff Guidelines. This will appear as a pop-up on the initial sign in to the network, and staff will be required to accept this protocol on an annual basis thereafter.

1. Staff Awareness of Conditions of Use. Supervisors shall ensure staff are made aware of the following:
 - 1.1. Access to and use of the Division computer network may be monitored.
 - 1.2. Because of the nature of network architecture and management, they should not expect any files or electronic communications to be private. Division electronic storage should not be used to store excessive amounts of personal data.
 - 1.3. The computer network is made available to provide independent access for users who act in an ethical, responsible, legal, and professional manner.
 - 1.4. Division computers are provided for appropriate and work related purposes as per Table 1 (Appendix B).
 - 1.5. 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.

2. Guidelines for use

Staff must utilize Division computers in a professional manner with due regard to the following:

- 2.1 Preservation of the privacy of login (ID) and passwords.
- 2.2 Preservation of the security of systems, material, and information to the highest degree possible.
- 2.3 Reporting of known security breaches to a supervisor or network administrator.
- 2.4 Sending or perusing of rude or offensive material.
- 2.5 Honouring of copyright laws and all license agreements.
- 2.6 Making unjustifiable demands on the Community Net infrastructure, or the school or Division networks, servers, or computers (i.e., online games or streaming media). Making unjustifiable demands on Division network resources and avoiding excessive non-work-related bandwidth use (i.e., streaming media, gaming).
- 2.7 The recognition that the content of any and all uploaded material reflects on the image of the school division.
- 2.8 The forfeiture of the right to use Division infrastructure for personal financial gain.
- 2.9 The required notification and approval of the network administrator prior to making any changes to the setup of school computers.
- 2.10 Responsibility for the scanning of student and staff removable media for viruses before use on a school computer. Responsibility for scanning all external media (i.e., USB drives) for viruses before use on a Division computer.

3.. All staff are expected to model appropriate use of personal devices during instructional time (i.e., multi-factor authentication, instruction, safety, medical, etc.).

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

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

Approved: May 12, 2014; June 16, 2025