

ACCEPTABLE EMPLOYEE USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGIES

Background

The Board believes that the use of Information and Communication Technologies (ICT) provides increased access to learning opportunities for students and improves student outcomes. It also provides for administrative and business efficiencies to support the operations of the District. This Administrative Procedure defines standards for appropriate use of information and communication technologies.

Definition

Information and Communication Technologies (ICT) refers to network services provided or managed by or for the District. This includes internet and electronic mail access. It extends to any networks accessed while using these services, as well as any other networking technology or computer equipment, which may be provided presently or in the future. Access to these services may be through use of District provided/managed equipment or involve remote access (e.g. from a home computer). ICT also refers to any non-networked computer provided or managed by the District for use in the Catholic Education system.

Procedures

1. The Information and communication technologies use policy applies to all Board and School personnel, students, volunteers and any other person using or accessing the network provided or managed by the District for use in schools and other District facilities.
2. The Associate Superintendent (Business & Finance) is the delegated authority for the application of this procedure.
3. Goals and Principles
 - 3.1 Information and communication technologies are provided solely:
 - 3.1.1 For use as a pedagogical aid, supporting student learning;
 - 3.1.2 As a resource to staff to facilitate and advance the performance of their assigned duties, to enhance their competence in the use of ICT and to foster lifelong learning;
 - 3.1.3 As a vehicle for presenting information about catholic schools to its stakeholders and to a global audience.

4. Access to Computer Networks

- 4.1 The use of computer networks and the Internet is a privilege, not a right, and unacceptable use may result in cancellation of the privilege for any user, whether that user is a student, a staff member or a community member or appropriate discipline.
- 4.2 The District supports and respects each family's right to decide whether or not allow their child to apply for access to the District network. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources
- 4.3 Access to network services will be provided to students, staff, and community members who agree to practice acceptable use, and agree to the terms and conditions established in school and Board policies.

5. User Responsibilities and Acceptable Use

- 5.1 All users are responsible to ensure the use of ICT:
 - 5.1.1 Is limited to the objective of supporting educational or administrative activities consistent with the Board's mission and goals,
 - 5.1.2 Complies with the computer network security requirements of the District; and
 - 5.1.3 Is appropriate, legal and done in an efficient manner and will be held accountable for misuse.

6. The following activities do not meet acceptable use criteria:

- 6.1 Committing illegal or unethical acts, including any use of the network to plan or carry out acts of fraud, theft, harassment or vandalism, or to damage or destroy computer based information or information resources;
- 6.2 Transmitting or gaining access to any material that breaks copyright or material protected by trade secret, or committing plagiarism of information;
- 6.3 Transmitting or gaining access to obscene or threatening material, written or pictorial, including but not restricted to material that contains or promotes pornography, racial supremacy or ethnic hatred or violation of human rights;
- 6.4 Using the network for unauthorized commercial activities by for-profit organizations;
- 6.5 Using the network for personal use during work hours. Personal use is defined but not limited to browsing the internet or e-mail for activities not related to instruction or district administration.
- 6.6 Using the network for unauthorized product advertisement;
- 6.7 Placing unlawful material on a computer system within, or accessed by the network;
- 6.8 Conducting activities that are wasteful of network resources or that degrade or disrupt network performance, including other networks and systems accessed on the internet;
- 6.9 Sending messages that include profanity, vulgarities, or any other inappropriate language, including sexual, racial, religious or ethnic slurs, or any abusive, threatening or otherwise offensive language;

- 6.10 Revealing over the network, without consent from the person(s) affected, any personal addresses, phone numbers or identifying information of other persons or otherwise invading their privacy;
 - 6.11 Breaking any confidentiality of any account or password or making them accessible to others;
 - 6.12 Making malicious attempt to harm, modify, or destroy data of another user, a wide or local area network, the internet, or other networks. This includes, but is not limited to, the uploading or creating of computer viruses.
 - 6.13 Conducting harassment using the network defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.
 - 6.14 Transmit unsolicited information. This includes junk mail, advertising, jokes, solicitation, chain letter, virus alerts not originated from the system administrator and announcement of social or sporting events. Information not pertaining to the education system. Large volume e-mail distribution should be of appropriate relevance to learning/work and to its recipients to justify the associate cost and impact on recipients.
7. Within the constraints of this administrative procedure and in keeping with the Catholic school's role in supporting lifelong learning, staff are permitted occasional, limited and appropriate personal use of ICT. This includes occasional personal correspondence, personal record-keeping and appropriate personal research.
 - 7.1 Activities which are not related to assigned duties will be conducted outside work hours.
 8. In addition to such Board guidelines, all users are expected to follow guidelines for Internet publication and/or use issued by Alberta Education.
 9. Publication of any private or personal information must also comply with the Freedom of Information and Protection of Privacy Act.
 10. Violation of the standards set out in this policy may result in immediate termination of internet and e-mail access without notice and other more severe disciplinary measures which may apply.
 11. System and Data Security/Integrity
 - Users shall:
 - 11.1 Take reasonable precautions to prevent unauthorized access to e-mail, network and internet services including: keeping login identifiers and passwords confidential, changing passwords regularly and locking computers when they are left unattended.
 - 11.2 Report inappropriate message or messages which make the recipient feel uncomfortable to the school administrator;
 - 11.3 Report to their school administrator any material received or stored in any manner on devices or equipment provided/managed by the District which appears to be in violation of this administrative procedure. Nuisance bulk mail should simply be deleted without reply;

- 11.4 Notify a system administrator where he/she can identify a security problem on the network. Users shall not demonstrate the problem to other users;
 - 11.5 Not attempt to log on as either another user or as a system administrator without permission from authorized school or District network officials;
 - 11.6 Report to the school administrator any suspected misuse of ICT by staff or students.
12. Only Board or school-owned software programs may be installed on Board computers and the Board network, unless otherwise authorized by the Associate Superintendent (Business and Finance).
13. The acceptable use conditions will be communicated to users of ICT services as follows:
- 13.1 The administrative procedure will be posted on the District Web Site;
 - 13.2 Guidelines on acceptable use will be published and provided to new employees upon hiring and to existing staff by e-mail on an annual basis;
 - 13.3 Guidelines will be communicated to students and parents through newsletters, School Web Pages, classroom instruction and by posting the guidelines in computers labs and libraries;
14. Teachers shall be responsible to monitor the use of ICT by students. Staff usage shall be monitored by managers and school administrators.
15. The Associate Superintendent (Business and Finance) may review any material on user accounts and files, electronic mail accounts and file server content and space in order to make determinations on whether specific uses of the network are acceptable.
- 15.1 Written approval of the Superintendent is required prior to installing special monitoring software of electronic activities, should this become necessary due to suspected misuse of ICT services.
 - 15.2 Such investigations may be undertaken without notification of the individual when appropriate.
16. The Superintendent or designate may establish guidelines for the development and publication of school, staff, or student home pages, students' school work/projects or similar material on the Internet in order to protect the personal safety of users and the integrity of the network.
17. Publication of any private or personal information must also comply with the Freedom of Information and Protection of Privacy Act.

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Reference: Section 12, 18, 20, 60, 61, 113 School Act
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
ATA Code of Professional Conduct
Freedom of Information and Protection of Privacy Act