

## **ACCEPTABLE EMPLOYEE USE OF THE INTERNET**

### **Background**

The District provides Internet and email access to all of the District's schools and office locations using the District's Wide Area Network. The purpose of the Internet and email access is to facilitate communications in support of research and education by providing access to a variety of electronic resources and opportunities for collaborative work. It is essential that the use of the Internet by District employees be consistent with the Board policies, District administrative procedures, mission statement and pillars.

### **Procedures**

#### **1. Conditions and Rules for Use**

- 1.1 Employees are to use all computers in the District in a responsible, efficient, ethical and legal manner.
  - 1.1.1 The transmission of, or obtaining access to any material in violation of any International or Canadian law, whether Federal, Provincial, Municipal, or of other statutes is prohibited.
  - 1.1.2 In addition, the transmission of, or obtaining access to any material in violation of the laws of any other state or in violation of the rules or laws of any International agency or organization is prohibited.
  - 1.1.3 The violation of Canadian law will be deemed to occur in relation to transmission of, or obtaining access to any material in breach of copyright, in relation to threatening or obscene material, in relation to illegal material or material protected by trade secret, commercial use of the system provided by the District or use of the system provided by the District for product advertisement or political lobbying.
  - 1.1.4 The uses mentioned in this section are not an exclusive list but are examples of unacceptable use that will result in the penalties outlined in this Administrative Procedure.
- 1.2 The appropriate use of the Internet is a responsibility of all employees. Any unacceptable use, including the violation of the terms of this Administrative Procedure and any additional rules the District may put in place from time to time regarding the use of the District's system will result in cancellation of the privilege of use of the District's system for access to the Internet.
  - 1.2.1 The District may deny, revoke, suspend or close any user account at any time based upon a determination of unacceptable use by an account holder or user.

- 1.2.2 The determination as to whether an unacceptable use has occurred will be a decision solely within the discretion of the Chief Superintendent or designate.
- 1.3 The District's Internet service can be used for personal communication provided the use is consistent with this Acceptable Employee Use of the Internet Administrative Procedure and the personal use is not done during normal school or working hours.
- 1.4 The use of the District's computers and network is not private.
  - 1.4.1 People who operate the system do have access to all mail and records of Internet usage.
  - 1.4.2 Messages and Internet usage relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges and possibly legal action.
- 1.5 The District reserves the right to review any material on user accounts and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate

## 2. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:

- 2.1 Being polite and not being abusive in communications to others.
- 2.2 Using appropriate language and not swearing, using vulgarities or any other inappropriate language.
- 2.3 Assuming that all communications and information accessible via the Internet is the private property of those who put it on the network.
- 2.4 Not engaging in activities prohibited under municipal, provincial, federal or international law.
- 2.5 Not revealing personal addresses or phone numbers or that of students or colleagues.
- 2.6 Not using the network in such a way that would disrupt the use of the network by others.

## 3. Warranties

- 3.1 The District makes no warranties of any kind, whether express or implied, for the service it is providing.
- 3.2 The District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the District's negligence or by the user's errors or omissions.
- 3.3 Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 3.4 All users need to consider the source of any information they obtain and consider how valid that information may be.

#### 4. Network Security

- 4.1 Security on any computer network is a high priority especially when the network involves many users. A user must never allow others to use his/her password except in limited cases where the password is to be shared by way of deliberate authorization by a person in authority to the user.
- 4.2 Users are to also protect their passwords to ensure network security, their own privileges and the ability to continue to use the network.
- 4.3 If a user feels they can identify a security problem on the Network they must notify a system administrator, and not demonstrate the problem to other users.
- 4.4 Attempts to log on to the network as a network administrator will result in cancellation of user privileges.
- 4.5 Any user identified as a security risk for having a history of problems with other computer networks will be denied access to the Internet by the District.

#### 5. Vandalism and Harassment

- 5.1 Vandalism and harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, Internet or other networks that are connected to the Internet. This includes, but is not limited to the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference of another user's work.

#### 6. Unacceptable Material

- 6.1 Users may encounter material, the access to which or use of which is unacceptable, such as hate literature, pornography and information related to immoral or illegal activities. It is the user's responsibility not to initiate access to such material and to cease access to such material immediately upon discovery that access has been inadvertently gained to such material and to report the inadvertent access, in writing, to their supervisor.
- 6.2 The District shall not be liable for any decision by any service provider or by the District itself to restrict access to or to regulate access to material on the Internet. The District does not control material on the Internet and the District is therefore unable to control the content of data that a user may discover or encounter through the use of the Internet.

#### 7. Penalties for Improper Use

- 7.1 Any user violating this Administrative Procedure, applicable Provincial, Federal, Municipal or International laws or posted classroom, school and District rules is subject to loss of Internet privileges and any other District disciplinary options up to and including dismissal.

## 8. Record

- 8.1 The District will maintain on file a form signed by every employee (Form 140-1) indicating his or her understanding of appropriate Internet use. It may be required to update this signature from time to time.

Approval Date: June 14, 2018

Reference: Section 12, 18, 20, 45, 45.1, 60, 61, 113 School Act  
Freedom of Information and Protection of Privacy Act  
Canadian Charter of Rights and Freedoms  
Canadian Criminal Code  
Copyright Act  
I.T.I.L. Standards, Alberta Education  
ATA Code of Professional Conduct