

ADMINISTRATIVE REGULATION**ACCEPTABLE USE OF COMPUTERS
& INTERNET/INTRANET
TECHNOLOGY BY EMPLOYEES****Employees' Responsibility**

Employees are expected to use information technology in a professional manner that reflects positively upon themselves and the Board. In order to ensure proper use, employees shall:

- a) Observe standards of common courtesy and respectful behaviour consistent with the practices and policies of the Board and the school, when sending or publishing messages or other information.
- b) Note that information from any resource, including the internet, may express opinions and not facts. Therefore, employees need to verify sources and look for supporting data to ensure accuracy before using information in an educational setting.
- c) Acknowledge sources by using appropriate citation methods.
- d) Fulfill all licensing requirements and copyright acknowledgment of information retrieved from the internet.
- e) Promptly exit any web site which is transmitting any information, sound, graphic or other material that is unacceptable.
- f) Refrain from using and/or connecting to the network infrastructure such as a personal computer.
- g) Not add any additional components to the Board's network infrastructure such as, but not limited to, modems, wireless access points, routers, hubs, etc.
- h) Not alter, change or reconfigure hardware or software assignments.
- i) Observe the netiquette as outlined in Appendix A-2.

Board Responsibility

It is the policy of the Board to support reasonable electronic access by employees, to a wide range of information resources and the development by employees of appropriate skills to evaluate and integrate such resources in the school's curriculum.

The Board shall:

- a) Provide internet access at each Superior North Catholic DSB location.
- b) Provide user ID's to employees.
- c) Monitor accounts and electronic data when necessary, on the Board's resources as per this policy.
- d) Train employees in use of the internet and its appropriate use.

School Responsibility

The school shall facilitate access and ensure appropriate use of all information technology and shall:

- a) Ensure that all students, parents, teachers and persons working with students, are aware of students' responsibilities.
- b) Monitor employees for appropriate use and behaviour as defined in this policy.
- c) Deal with employees' infractions of this administrative regulation, in a manner consistent with the consequences listed in the policy and regulation.
- d) Instruct users in the mechanical and ethical use of all information technology.
- e) Ensure that any information posted to the internet is consistent with the Municipal Freedom of Information and Privacy Act, 1989.

Terms & Conditions

a) Educational Purposes

The use of all information technology shall be in support of educational endeavours and be consistent with the curricular objectives and mission of the Board and the school as a Catholic education institution. Ownership and transmission (receiving or sending) of any material in violation of any Canadian or Ontario regulation is prohibited. This includes, but is not limited to, copyrighted material; threatening, offensive or obscene material; material suggesting pornography, racism or sexism.

Use of the Board's information technology and internet access by 'for profit' institutions, is not acceptable. Use of product advertisement or political lobbying or use for union activity, is also prohibited. Illegal activities are strictly prohibited.

b) Privileges

Use of the Board's information technology implies an understanding of this administrative regulation. The use of technology is a privilege and breach of any terms and conditions, may result in a cancellation of those privileges and disciplinary action.

c) Appropriate Use

The Board shall deem what is appropriate use based on the guidelines outlined in this administrative regulation and its decision shall be final. The Board may close user accounts at any time as it deems necessary. Administration may request the system administrator to examine, deny or suspend user accounts and related information technology.

d) Technology Etiquette

Users are expected to abide by the generally accepted rules of technology etiquette. These include but are not limited to the following:

- **Politeness** - No abusive messages are to be written, displayed or sent to others.
- **Use of Appropriate Language** - Swearing, using vulgarities or any other inappropriate language are unacceptable.
- **Privacy** - An employee's rights while accessing the internet by use of the Board's resources does not include the right to privacy. The Board reserves the right to monitor, in any way, the activities of the employee while accessing all information technology.
- **Respect For Others** - Employees shall not use technology in a disruptive and/or selfish way (ie. downloading files during prime time, annoying other users).
- **Recognition** - All communications and information accessible via the internet, must be assumed to be private property and therefore, subject to copyright restrictions.
- **Pornographic Or Sexually Explicit Materials** - Videos, movie recordings, film clips, photographs or similar materials, are forbidden.

e) Reliability

The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board shall not be responsible for any damages suffered by a user. This includes loss of data resulting from equipment malfunction, delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or user's errors or omissions. Use of any information obtained via the internet is at the user's risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through its services.

f) Security

Security on any computer system is a high priority, especially when the system involves many users. A user who feels that he/she can identify a security problem on the internet, must notify a system administrator. Users shall not:

- i) Share with, create, or demonstrate to others, a security problem.
- ii) Use another individual's account.
- iii) Give one's password to any other individual. Employees will be held responsible for all actions taken using their access permissions. For this reason, employees are required to log off or lock any system when leaving their workstation for an extended period of time.
- iv) Attempts to log onto any system, as any other user and/or as a system administrator, shall result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems, may be denied access. Violation of Board policy regarding technology use, may result in a disciplinary action up to and including dismissal or legal action.
- v) Employees are prohibited from making changes to computer software in a manner that would restrict the ability of the Board, to monitor its resources.
- vi) Employees will not have in their possession, or install on any computer, a password cracker, keystroke logger, network sniffer, or any other utility that can be used to 'hack', unless specifically authorized by the Board.

g) Confidentiality

Caution shall be used when conveying confidential or sensitive information, as part of normal business transactions.

h) Vandalism

Vandalism shall result in disciplinary action. Vandalism is defined as any malicious attempt to manipulate, harm or destroy data or equipment belonging to the Board or school. This rule extends to the technology that is connected to the internet and includes, but is not limited to, the deliberate infection of Board computers with viruses or inappropriate use of bandwidth or materials.

Compliance & The Disciplinary Process

All employees are expected to comply with the Acceptable Use of Computers And Internet/Intranet Technology By Employees policy and administrative regulation. The Board has zero tolerance for the misuse of the Board's network system and equipment and any such conduct may result in dismissal from employment with the Board.



**EMPLOYEE USE OF COMPUTERS
& INTERNET/INTRANET TECHNOLOGY**

- 1) Network access is for educational purposes only, including research, intellectual exchanges, educational projects, etc. I understand that commercial use (for profit) and the use of information technology for illicit/immoral purposes is not permitted.
- 2) I will abide by all federal and provincial laws regarding software licensing, copyright, threatening or obscene material, racism and sexism and all other immoral, unethical or illegal activities. I will not view, use, send or display profane, abusive or impolite language in communication. Nor will I access such materials.
- 3) I will keep my account and password confidential and will not use my account to interfere with other people's objectives. During my time on internet, I will be the sole operator of the computer.
- 4) I understand that attempting to discover and make use of another's password and account, and/or their data, is unacceptable behaviour, as is any attempt to circumvent security measures put in place by the school or Board network administrator, and I will not engage in this type of behaviour.
- 5) At any time during the use of the internet, I will explain to my supervisor, my activities and for what purpose I am accessing certain files.
- 6) I agree to abide by the netiquette guidelines regarding use of the internet, at all times.
- 7) I will not download, load or install any software, shareware, or freeware onto my workstation, or any network drives or disks, or load any such software from portable media, unless I have written permission from the network administrator. I will not modify or destroy any hardware or software.
- 8) I have read and understand the 'Acceptable Use of Computers And Internet/Intranet Technology By Employees' policy and administrative regulation.
- 9) Immediate loss of privileges will occur if I fail to abide by any of the above. Disciplinary and/or legal action will be invoked where necessary.

I, _____ have read the above statements and I understand and agree to all the terms noted in the documents.
(Print Staff Name)

Staff Signature

Date

Note: This form is to be signed and filed in the employee's records.

NETIQUETTE

DO

- 1) Use as little bandwidth as necessary. This means limiting your time on the internet.
- 2) Avoid sending unnecessary e-mail messages.
- 3) Put a meaningful subject title on each e-mail message.
- 4) Keep your e-mail messages short, meaningful and accurate.
- 5) Sign your messages with your e-mail name, actual name and school. Many mail systems block out the address in the header of the message.
- 6) Type your e-mail message in lower case letters. Using capital letters, LIKE THIS, is the same as yelling at someone. Use capitals only for special emphasis.
- 7) Use 'emotions' such as smileys, to express certain feelings or tones. It is difficult to express your true meaning in typed form only and these can help your reader understand what you mean.
- 8) Limit the number of messages you keep and file in your mailbox, to conserve disk space.

DO NOT

- 1) Send, or respond to chain letters which you may encounter.
- 2) Use the 'deleted items' folder as a filing/storage folder. Instead, create a separate folder for messages that are to be retained.