Policy: Acceptable Use of Technology For Users

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1.0 Policy Statement

1.1   The Superior North Catholic District School Board (the "**Board**") is committed to providing individuals requiring access to the internet and associated technology (each, a "**User**") with such access and associated technology. The Board believes that the use of the internet and associated technology by Users is playing an increasing role in education. In this policy, the term User excludes students and includes each trustee, employee, consultant, contractor, agent and volunteer who is granted access to and uses Board technology.

1.2   The purpose of this policy is to set out conditions for the use by Users of Board technology, including all computers, cell phones, database/records systems, networks, software, email system, voicemail, fax transmissions and use of and access to the intranet and the internet.

1.3   This policy also sets out the conditions for use of social media and electronic communications by Users, including in respect of communications with students, whether or not the Board's technology is used.

1.4   The use of technology every day by Users is necessary in order to communicate with one another and fulfill job responsibilities effectively and efficiently. Access to these resources is a privilege and brings with it the need for responsible behaviour. Each User has a responsibility to uphold the

Board's ethics and values and to use all technology, including the internet, in a responsible, productive and professional manner. This policy has been established to ensure the security and integrity of the Board's computing and communication systems.

1.5   The following general principles guide the Board's technology philosophy:

    1.1.1   Act ethically
    1.1.2   Act responsibly
    1.1.3   Be globally-minded
    1.1.4   Be respectful of property, people and ideas
    1.1.5   Think before you post
    1.1.6   Consider the impact of your actions

1.6   This policy may change from time-to-time, and the Board will inform Users of updates to the policy. Each User shall abide by the then-current version of the policy. This policy should be read in combination with the Administrative Procedure on the Acceptable Use of Technology For Users.

Approval and Review Dates

Prior Date Approved: February, 2013
Policy Review Date: February 10, 2020
Next Review Date: February, 2027
Reviewed by: Policy Committee, Administrative Council