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ADMINISTRATIVE POLICY NO. 419

TECHNOLOGY ACCEPTABLE USE GUIDELINES

The Chinook School Division believes that the use of computing technology provides opportunities for relevant and challenging life-long learning for all students and staff, and is an essential component for operational effectiveness.

The Division aligns with Saskatchewan Learning's *Information Security and Information Technology Acceptable Use Policy* and the Educational Technology Consortium *Community Net Acceptable Use Policy*. The division policy also aligns with the *Canadian Teacher's Federation Cybertips.*

To this end the Division has provided all **authorized** users with individualized accounts and passwords to access computer and required online services (including Division e-mail and Chinook SD Web Portal) solely to support instructional and administrative activities.

REGULATIONS

The following is a list of regulations and specific behaviours regarding Chinook School Division Technology:

- The School Division's technology is to be used for educational purposes and for the business and administrative functions directly in support of the School Division's operation.

- Authorized users are responsible for their individual account and should take all reasonable precautions to prevent others from accessing.

- When interacting with other technology users on the network, users are expected to behave as they would in any environment where they represent their school. Users will conduct themselves in a responsible, ethical, and polite manner in accordance with School Division standards.

PROCEDURES

1. *Acceptable Use*

    Acceptable use of computing technology, networks, and online services include:

    - Learning activities that support instructional outcomes;

    - Operational activities that are components of a user's day-to-day work;

    - Research supporting educational programs sponsored by the Division;

    - Communications between staff, students, parents and others outside of the Division containing messages or information, the content of which is not in conflict with Board policies and Division procedures.

2. *Acceptable Use Standards*

    Acceptable use standards in the Division apply to all pupils, staff, and members of the public having authorized access to the School Division network. Continued authorization is dependent upon individual compliance with acceptable use standards which are:

    - All users must respect all copyright requirements associated with network software and web-based resource material including sound, music and video media files

    - Downloading, receiving or transmitting of any material in violation of any Canadian or provincial regulation or Board policy is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene materials

    All users are expected to abide by general rules of network etiquette. These include, but are not limited to, the following:

    - The use of internet/e-mail accounts shall be in support of educational roles and responsibilities.

    - Users shall use appropriate language in online communications

    - Network bandwidth shall be used in a manner that will preserve bandwidth for educational purposes

    - Users shall respect the privacy of others

- Users shall not attempt to install/download software, play unauthorized web-based games, attempt to make configuration changes to workstations, software, or network devices, network wiring or move hardware from its present location.

- Users shall attempt to keep all unauthorized files, software, or files potentially dangerous to the integrity of the network from entering the network

- Creating or distributing communications, materials, information, data or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation of or inconsistent with any Board policy or administrative procedure;

- Granting access to Division computers, networks, and online services to individuals not authorized by the Division, either by intentional conduct such as disclosing passwords or by unintentional conduct such as failing to log off;

- Accessing data or equipment to which the user does not have authority;

3. *Acceptable Technology Communication Standards*

All communications – verbal, written or other – must meet professional standards of conduct.

Chinook employees are expected to model ethical and appropriate cyber conduct. Employees working with children hold a position of trust with students and will be held accountable if their actions expose students to inappropriate material or communications. As such, it is expected that staff will utilize Division networks, email, and computers in a professional manner (adapted from the Canadian Teachers' Federation Cyber Tips).

4. *Teachers and Support Staff are responsible for:*

- Modeling and teaching proper standards of technology use

- Guiding pupil access to appropriate uses of technological resources

- Upholding the terms of the pupil Acceptable Use Agreements

- Abiding by staff Acceptable Use Agreements

- Assuring that pupils understand the consequences of abusing user privileges

OUTCOMES OF UNACCEPTABLE USE

The Board reserves the right to restrict or deny access to any user who does not comply with Division guidelines and protocols.

It is expected that when staff use the Division computers, online services, and network services to further their learning and that of students, a prime outcome will be that students will benefit from having technologically cognizant role models to learn from.

Users in violation of this administrative procedure or other acceptable use agreements will be subject to a disciplinary process that may include:

- Removal of computer access and privileges;

- Suspension, expulsion/termination;

- Recovery of cost of damage or loss of data or equipment;

- Criminal or civil liability under applicable laws

Where there are reasonable and probable grounds to believe that a user has used computing technology, networks, and/or online services for criminal or illegal purposes, this will be reported to the appropriate authorities.

Security Standards

Security standards ensure the structural integrity of the Chinook School Division network. Protecting the network and bandwidth for learning is paramount.

- The Board retains ownership of the School Division network including all hardware, software, and electronic files.

- Users shall notify the Technology Information Department of network security problems or known potential security issues.

- No employee other than the TIS Supervisor or designate will authorize, facilitate, or implement network or hardware modifications.

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