

ACCEPTABLE TECHNOLOGY USE

Background

The Division recognizes that instructional resources, made available through technology, can enhance learning and teaching and support program delivery based on the prescribed curriculum. Further, it is recognized that telecommunications, including video, audio and text services, because they may be connected to any publicly available source in the world, will open classrooms to electronic information resources which may not have been specifically chosen or previewed for use by students of various ages. Access to these resources can support individual and group projects, collaboration, curriculum materials and idea sharing. Internet access also makes possible contact with people all over the world, bringing into the classroom experts in every content area.

The Division supports the appropriate use of telecommunications, electronic information services and network services by students and staff to support the provision of learning experiences.

Information Technology (IT) is defined as hardware, software and data as they pertain to the use of computers and other electronic devices designed to create, use, transmit and store information.

The Division will also comply with and expand on the *CommunityNet Acceptable Use Policy* developed by the Saskatchewan Ministry of Education.

Procedures

1. Guiding Principles

- 1.1 All users of Good Spirit School Division (GSSD) IT infrastructure are expected to use such systems in a legal, ethical, collegial and non-destructive manner consistent with a spirit of respect and in accordance with the policies and procedures of GSSD and with the laws of Canada and Saskatchewan.
- 1.2 GSSD staff will provide instruction to students about acceptable use of IT infrastructure.
- 1.3 Access to GSSD IT infrastructure shall focus on appropriate instructional materials linked to the curriculum content being studied.
- 1.4 All users will complete an Acceptable Use Agreement (Form 140-1 or Form 140-2) based on these guiding principles. If the user is a minor the agreement will contain the signature of the user as well as the signature of the parent or guardian.

2. Usage

There are three usage types or GSSD IT infrastructure. They are **Acceptable**, **Incidental** and **Unacceptable**.

- 2.1 **Acceptable** uses are activities required to conduct the business of education. They help fulfill the mandates set forth by the division and the Ministry of Education. Acceptable use is any application used in the delivery of services by education partners which does not disproportionately consume available resources.
- 2.2 **Incidental** uses are those that are neither explicitly permitted nor explicitly denied. Incidental usage that becomes an imposition on others or burdens systems is no longer incidental, but unacceptable, and is not permitted.
- 2.3 **Unacceptable** use impedes the work of others and may damage IT infrastructure, intentionally or unintentionally. Any use that significantly interferes with or is incompatible with the educational environment or the duties or employment or any use that exposes the Board to significant cost or risk of liability.
- 2.4 The examples in Appendices A and B provide general guidance and examples of Acceptable, Incidental and Unacceptable Use. These examples are for illustrative purpose and should not be construed as being exhaustive of unacceptable use.

3. Monitoring

- 3.1 Users should be aware that computer usage can be traced by site logs, desktop monitoring and other tracked information. With direction from the Director of Education, Technology Services reserves the right to access the contents of all files stored on its system and all messages transmitted through its information technology infrastructure.

4. Data

- 4.1 To help ensure safe, secure and reliable information technology infrastructure, IT personnel must perform maintenance, upgrades and auditing functions on all infrastructure devices. To accommodate these functions IT personnel must have appropriate access to these devices and the data stored on them. All data stored on any device attached to the GSSD information technology infrastructure may be accessed by IT personnel to perform these functions and connection to the GSSD technology infrastructure by any party will be deemed to be consent to such access.
- 4.2 All records in the possession or under the control of the Good Spirit School Division, including electronic records, are subject to the *Local Authority Freedom of Information and Protection of Privacy Act*.

4.3 Electronic records are responsive to GSSD records management Administrative Policies as well as the *Records Retention and Disposal Guide for Saskatchewan School Divisions*.

5. User Names, Passwords, Security

5.1 Employees who require computer system access in order to perform the functions of their employment will be assigned usernames and passwords in order to be able to access required services.

5.2 Passwords are not to be shared with friends, family or others except other employees of the Board who require the information for the purposes of their employment, and must be assigned and changed in accordance with guidelines established from time to time by Technology Services.

5.3 Employees will be held accountable for any abuses carried out by unauthorized disclosure of a password.

5.4 Employees shall not attempt to gain unauthorized access to information or facilities.

6. Copyright

6.1 All computer hardware and software in use is purchased under academic licenses and there must not be any unauthorized commercial activity of any kind on GSSD technology infrastructure.

6.2 Software must only be used legally in accordance with both the letter and spirit of relevant licensing and copyright agreements.

Reference: Section 85, 87, 108, 109, Education Act; AP 140 Appendices A, B & C
Forms Manual: Form 140-1; Form 140-2

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