

UNACCEPTABLE USES

Unacceptable uses of the computer system include but are not limited to the following:

1. Unauthorized release of information:
 - 1.1 giving out personal information about another person, including home address and phone number;
 - 1.2 providing information about, or lists of employees to outside parties; and,
 - 1.3 providing confidential information about the Board or its operations to outside parties.

2. Unauthorized personal use:
 - 2.1 personal business or commercial or for-profit purposes;
 - 2.2 product advertisement or political lobbying including the sending of “junk mail” or other advertising material;
 - 2.3 downloading entertainment software or other files not related to objectives of GSSD for transfer to a user’s home computer, personal computer, or other media (including freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of GSSD).

3. Misuse of passwords:
 - 3.1 revealing a password to any unauthorized person;
 - 3.2 attempting to discover another user’s password;
 - 3.3 allowing use of employee’s account by any unauthorized party including family and other household members when work is being done at home;
 - 3.4 circumventing user authentication or security of any host, network or account;
 - 3.5 misrepresenting other users on the network.

4. Unauthorized use or modification of equipment or software:
 - 4.1 intentionally modifying hardware, software, files, mailbox, web page, other data, or passwords belonging to other users;
 - 4.2 unauthorized installation of any software, including shareware and freeware;
 - 4.3 malicious use of the computer system to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system;
 - 4.4 making unauthorized entry to other computational, information, or communication devices or resources;
 - 4.5 introduction of malicious programs into the network or server (ie. viruses, worms, Trojan horses, email bombs, etc);
 - 4.6 effecting security breaches or disruptions of network communication including but not limited to accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties.

5. Improper, objectionable or unethical actions:
 - 5.1 creating or circulating hate mail, chain letters, harassment, discriminatory remarks, and/or other antisocial behaviours;
 - 5.2 any unauthorized access, manipulation or modifications to the GSSD website;
 - 5.3 using the services in a malicious, threatening, or obscene manner;
 - 5.4 use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator), or files dangerous to the integrity of the local area network is prohibited;
 - 5.5 use of profanity, obscenity, racist terms, or other language that may be offensive to another user;
 - 5.6 sending forged or anonymous email or postings;
 - 5.7 any form of harassment, including bullying, via any electronic means or through social networking sites whether through language, frequency, or size of messages;
 - 5.8 using GSSD resources for any activities that are offensive or perceived to be offensive to others;
 - 5.9 transmission of inappropriate jokes or attachments.

6. Misuse of copyright:

- 6.1 downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except when permitted for educational purposes;
- 6.2 installation or distribution of products that are not appropriately licensed for use by GSSD.