



AP 525 –Responsible Use Policy ~ Administrative Procedures Manual

PREAMBLE

The purpose of this policy is to guide employees and students in the use of school division technology and resources including but not restricted to personal devices and all other devices which have access to or may store information obtained from the North East School Division computer networks (hereinafter collectively referred to as “the network”).

This policy applies to all NESD employees and students and as such, employees and students of the school division shall comply with this policy and any related guidelines and directives to enable reasonable and appropriate use of the network and all NESD technology and resources.

The expectations set out in this policy provide general guidance and examples of unacceptable or prohibited uses are for illustrative purposes and should not be construed as being exhaustive of unacceptable use.

PROCEDURES

1. ACCESS

The North East School Division (NESD) Board of Education has provided all students and staff with individualized accounts and passwords to access technology and resources in support of instructional and administrative activities.

The Director of Education or designate reserves the right to access any files to determine whether or not an employee or student is utilizing the network appropriately as defined within this policy.

Staff, students and stakeholders are advised that any matter created, received, stored in or sent from the division’s network or email system is not necessarily private and all material is subject to the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) legislation of Saskatchewan.

1. All students and staff accounts are automatically created and managed with the Human Resources and Student Information management systems.
2. Passwords are not to be shared.
3. User passwords will be required to be updated every twelve (12) months.
4. The use of generic passwords may be shared where deemed appropriate such as guest wireless access.

2. USAGE

1. Employees and students who have been granted access to the network are expected to use the network in a legal, ethical, and non-destructive manner consistent with a spirit of respect and in accordance with the policies and procedures of the NESD.
2. Instruction will be provided to employees and students regarding responsible use of school division technology and resources.



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3. Acceptable uses of the network shall include but are not limited to:
 - a. Purposes related to the specific functions of each employee's job or purposes required to assist employees in carrying out the duties of their employment.
 - b. Reasonable private purposes which are consistent with this policy.
 - c. Those rules set out in the Acceptable Uses section to this policy.
4. Unacceptable or prohibited uses of the network shall include but are not limited to:
 - a. Any use by an employee that interferes with the duties of employment.
 - b. Any use by an employee that exposes the school division to significant cost or risk of liability.
 - c. Those rules set out in Unacceptable Uses section to this policy.
5. The accompanying consent form shall be reviewed and signed annually by all employees and students within North East School Division.

3. MONITORING

1. The network is owned by the school division and reserves the right to access contents of all files stored on the network and all messages transmitted through its network.
2. The school division maintains and reserves the right to monitor logs of usage of equipment which may reveal information such as:
 - a. Internet sites that have been accessed by employees and students.
 - b. Email addresses of those with whom employees and students have communicated.
 - c. The content of communications including but are not limited to emails and instant messages.

4. SECURITY

1. Confidential information shall be treated in a secure manner.
2. Employees and students shall not remove from board premises any laptop, cell phone, personal data device, storage device, or any other device on which personal or confidential information may be stored or accessed until ensuring that appropriate security measures have been implemented.
3. Every employee and student shall report immediately any possible or suspected breach of security to his or her supervisor who in turn shall notify the IT department.



5. SOCIAL MEDIA

Social media provides a contemporary learning and teaching environment that facilitates sharing of resources, unprecedented access to information, instant global communication, and continually evolving methods of collaboration and innovation. NESD appreciates that education takes place both in and beyond the school. Students and staff must be provided opportunity to access educational resources at a modern, global level, while maintaining the integrity of the division's core values and policies. The expectations of digital conduct, whether online, through texting, or any other technology, does not differ from our expectations of conduct in person. What we post online/send to others speaks to our character and reputation. Given the realities of our modern, connected society, all staff and students must be aware that any material posted online has the potential of becoming permanent and viewable by anyone in the world, despite one's best intentions to maintain security and privacy. Division staff and students are expected to model ethical and appropriate conduct at all times.

Any uses of social media must be vetted through the NESD Software Vetting process. This application can be accessed by contacting the Superintendent of School Services.

6. ENFORCEMENT

It is important that all employees adhere to this policy. Standard terms and conditions of employee behavior and consequential discipline apply.



Student Responsible Use Agreement

Purpose

North East School Division (NESD) is committed to the promotion of lifelong learning. As part of that commitment, NESD will provide students access to NESD's technology and resources.

Disclaimer

Not all sources on the Internet are accurate, complete or up-to-date. NESD does not have control over and does not accept responsibility for material in sources on the Internet.

RUP Outline

Access to computer systems and networks owned or operated by NESD is granted subject to NESD policies and provincial/federal laws. Responsible use is ethical, reflects academic honesty, and allows for equitable access. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, individual privacy and freedom from intimidation, harassment, and unwarranted annoyance. The intent of the department of NESD Information Technology and the NESD network is to enhance education and research work and to facilitate administrative processes. All users are to abide by guidelines as set out by NESD.

Enforcement

NESD considers violation of the foregoing principles to be serious, and reserves the right to copy and examine any files or information residing on NESD systems allegedly related to this or any other NESD policy. Offenders will face consequences as set out by the principal of the school up to and including total loss of technology privileges and suspension. Offenders may be prosecuted under applicable provincial and federal law.

In Summary

Technology and resources including Bring Your Own Device (BYOD) within the NESD are to be used for educational purposes. Students may use technology under the permission, direction, and supervision of a staff member. Technology and/or Internet privileges may be temporarily or permanently withdrawn for any violation of North East School Division's policies and the rules determined by the school. For more information, visit the North East School Division website www.nesd.ca or contact your local school.