

# SCHOOL DISTRICT 54

(Bulkley Valley)

## ADMIN MANUAL

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### TECHNOLOGY – EMPLOYEE ACCEPTABLE USE (Policy #6.335)

#### ADMINISTRATIVE REGULATIONS

1. Central system or network account holders are responsible for all usage of their accounts and, therefore, must keep passwords confidential to protect themselves, their files and the District's files. Account holders must not distribute other users' identification (ID) and password or reveal other users' personal information.
2. Account holders must respect the rights of other users and consider the impact of their conduct on others. District computer resources must not be used in a manner that may annoy or harass others. Specifically, distribution of material that is, or may be interpreted as, obscene, abusive, racist, threatening, or sexually harassing, is prohibited.
3. All electronic communication, including e-mail, both internal and external, are the property of the District and are subject to provisions under the BC *Freedom of Information and Protection of Privacy Act*.
4. The personal use of District technology structures during non-scheduled hours of work must also comply with these regulations and must not incur additional cost to the District.
5. Non Acceptable usage includes, but is not limited to activities that:
  - a. May lead to personal financial gain
  - b. Could be interpreted as gambling
  - c. Are used to conduct private business
  - d. Obscure the origin of any message under an assumed computer network address
  - e. Access illegal or offensive computer networks
  - f. Access, download or distribute unlicensed software or documentation
  - g. Initiate or distribute chain letters, advertising or unauthorized solicitations
  - h. Have not been approved during working hours by the employee's supervisor
  - i. Access electronic systems or information inappropriately or without authorization
  - j. Vandalize the system or system accounts
  - k. Produce product and/or service advertisement or political lobbying
  - l. Utilize network-intensive resources such as network games
  - m. Violate or attempt to violate the security of the system or attempt to subvert other systems
  - n. Deliberately or recklessly expose systems to computer infections
  - o. Contravene any relevant federal, provincial or municipal statute
6. Technology resource usage must be able to withstand public scrutiny and/or disclosure and not negatively impact the District's reputation.
7. Technology structures, including cellular phone, e-mail and personal data devices, may be monitored without prior notice. Usage inconsistent with applicable laws and/or administrative regulations may be cause for cancellation of privileges and/or disciplinary action up to and including dismissal, or cancellation of contract. System administrators will not intentionally inspect the contents of users' e-mail, or disclose the contents to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient, unless required to do so by law,

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or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.

8. The use of personal computing devices, i.e. laptops, PDAs, etc., is governed by Regulation 6.335.3.
  9. Employees are required to sign a statement indicating that they have read, understood, and will comply with these, and referenced, regulations.
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### EMPLOYEE AGREEMENT FORM

By signing below, I attest that I have read and understand Regulation 6.335.1 Employee Acceptable Use. I further and explicitly agree to comply with all provisions.

#### Employee Users

School / Site: \_\_\_\_\_

Employee Name: (print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Amended July 2017