



ST. ALBERT PROTESTANT SCHOOLS

**Employee Acceptable Use of
Technology Guidelines
(and Agreement)**

May 2004

Introduction and General Information

St. Albert Protestant Schools provides employees with access to computers, electronic mail, the district telecommunications network and the Internet, to support and enhance learning, teaching and the school program.

These systems are supplied to increase district internal communication, enhance productivity and assist district employees in upgrading their skills through an increased exchange of information with their peers. Electronic communications will also assist the district in sharing information with the local community, parents, social services agencies, government agencies and businesses.

All users must assume responsibility for understanding the Employee Acceptable Use of Technology Guidelines as a condition of use. Use of district resources in a manner inconsistent with these guidelines may result in disciplinary or legal action.

Employees should be aware that their personal files and electronic mail may be accessible under the provisions of the Freedom of Information and Protection of Privacy Act. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating acceptable use guidelines or the law. An individual search will be conducted if there is reasonable evidence that a user has violated the law or has seriously contravened the district's acceptable use guidelines.

Acceptable Use and Basic Premises

At all times, employees shall use district technology resources in a safe, responsible, efficient, ethical and legal manner in accordance with all school and district rules, regulations, and guidelines.

Employees shall immediately notify school or district administration or their local system administrator if they have identified a possible security problem.

WHEN USING TECHNOLOGY OR NETWORKED INFORMATION, ALL EMPLOYEES SHALL CONDUCT THEMSELVES IN A MANNER WHICH MAINTAINS THE SAFETY, POSITIVE REPUTATION AND DIGNITY OF THE DISTRICT AND ITS SCHOOLS AND ITS STUDENTS.

Unacceptable Use

The following uses of any district electronic resources are unacceptable and may result in disciplinary or legal action. Unacceptable use is defined to include, but not be limited to, the following:

- Violation of school or district rules, policy or guideline.

- Transmission or access of any material in violation of any local, provincial or federal law. This includes, but is not limited to: copyrighted materials, threatening or obscene material or material protected by copyright or trade secret.
- The use of profanity, obscenity or other language that is offensive to another user.
- Any form of vandalism, including but not limited to, damaging computers, computer systems or networks, and/or disrupting the operation of the network.
- Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws. The illegal installation of copyrighted software or files for use on district computers is prohibited. Users of software shall abide by the software licensing agreement provided by the software publisher.
- Plagiarism (taking from others' ideas, writings, graphics or other creations and presenting them as if they were original).
- Use of the network for commercial activity.
- Use of the network for illegal activity, e.g. hacking.
- Use of the network for political activity.
- Use of the network to access pornographic or obscene material.
- Creating and/or placing a computer virus on the network.
- Providing your network ID and password to anyone other than the system administrator. You are responsible for maintaining your own password and account security.
- Accessing another person's e-mail or network account or any other computer system or resource on the network that goes beyond your authorized access.

Appropriate Use of Electronic Mail

When you communicate with electronic mail, you are using public property and must comply with all board policies and administrative regulations, as well as work in a responsible, efficient, ethical and legal manner.

E-mail accounts are the property of the district, and electronic mail messages are district records as defined in the Freedom of Information and Protection of Privacy Act.

The following uses of the district electronic mail are to be avoided at all times:

- Transmission of large attachments. Large attachments (large graphic files, video file formats, etc) consume a large amount of network bandwidth on the district telecommunications network and reduce Internet and network access speeds.

- Bulk communications. Sending e-mail messages to a large number of people unless specifically for educational or curriculum related activities is not allowed. Bulk communications should contain district related information only. Bulk communications of “junk mail”, jokes, chain letters etc. is not allowed.
- Electronic mail is not secure at any or all points in its transmission and could be seen by anyone, inside or outside the district. Therefore, users are advised that messages of a highly sensitive nature are better sent encrypted.



ST. ALBERT

PROTESTANT

SCHOOLS

Employee Acceptable Use Guidelines Agreement

Facility _____

Name _____

Position _____

I have read the district's Employee Acceptable Use of Technology Guidelines and understand the attendant responsibilities and obligations.

Signature _____

Date _____