



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

Policy E.12 (Formerly 1220)

Policy Subject: ELECTRONIC TECHNOLOGY SYSTEMS USE

Date Passed: September 2010

PROCEDURE

The use of modern technology is a cornerstone of educating students for the future workplace and improving employee efficiency. This policy is designed to outline appropriate and inappropriate use of electronic technology systems including, but not limited to, the internet, BCESIS, School District email, computer hardware, mobile phones, and other equivalent technology. The goal of the School District is to utilise our resources for educational and administrative purposes.

POLICY

Access to District resources is a privilege and can be removed as necessary. Employees and students have no necessary expectation of privacy when using District resources.

Acceptable Use

- Use is acceptable when it is legal, ethical and upholds the goals and professional standards of the School District and the BC College of Teachers. The primary purpose of School District computers and systems is for educational and administrative functions.
- Use is acceptable when it is consistent with the goals of the School District, and when it respects the rights of other users and considers the impact of their conduct on others.

Unacceptable use includes but is not limited to

- Any message that does not meet professional standards of language and tone.
- Use during work hours for a purpose that does not pertain to the employee's duties.
- Any offensive material content that is defamatory, malicious, abusive, obscene, profane, sexually oriented, threatening, racially or otherwise offensive, or advocates illegal activity, or is in itself illegal.
- Creating or distributing any content that could be understood as harassment or cyber-bullying.
- The inappropriate distribution of personal or confidential information, especially in relation to students.
- Use that may lead to personal financial gain unrelated to the employee's duties, or may be considered of a commercial nature, including gambling.
- Use that is intended to obscure the origin or content or any message under an assumed computer network address.
- Use that provides access or distributes unlicensed software or documentation.
- Use that initiates or distributes chain letters, advertising or unauthorized solicitations.

- Use that provides access to electronic systems or information inappropriately or without authorization.
- Use that vandalizes network resources.
- Use intended to promote association, union or other political interests.
- Use that over-utilizes network-intensive resources such as network games, frequently refreshing chat rooms or Internet radio
- Use that violates, or attempts to violate, the security of the system or attempts to subvert other systems
- That use which deliberately or recklessly exposes systems to computer infections.
- Excessive personal use of District resources such as bandwidth, disk storage space or paper. This includes the use of "Streaming" of video, radio, etc. that is not for educational or administrative duties.

District Owns Employee Email

The District owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider electronic communication, storage or access to be private if it is created or stored at work.

Violations of this Policy may result in progressive disciplinary action.