



# Regina Roman Catholic Separate School Division # 81

<b>Support Services 5100</b> <b>Technology: Network Administrative Standards</b>	<b>Policy Information</b>	
	<b>Effective:</b>	June 24, 2002
	<b>Motion:</b>	9386
	<b>References:</b>	
	<b>Related:</b>	<a href="#">A5100.1</a> – Network Use <a href="#">A5100.2</a> – Acceptable Use Agreements <a href="#">A5100.3</a> – Employee Computer Acceptable Use <a href="#">A5100.4</a> – Information Technology Security <a href="#">A5100.5</a> – Computer Passwords <a href="#">A5100.6</a> – Computer Backups <a href="#">A5100.7</a> – Technology Equipment Allocation Standards <a href="#">F5100.1</a> – Student Acceptable Use Agreement <a href="#">F5100.2</a> – Employee Computer Acceptable Use Agreement <a href="#">F5100.3</a> – Community Acceptable Use Agreement
<b>Status:</b>	Approved	<a href="#">Policy Index</a>

## Definitions

### 1. Technology

*Technology, in its broadest sense, can be defined as all tools and machines that have been developed to enhance human control over natural and made environments. The focus of this policy, however, is on aspects of technology used to enhance information management and administrative productivity.*

### 2. Electronic Mail (e-mail)

*This term refers to the electronic distribution of messages and/or files to one or more persons. E-mail is typically a one-to-one or one-to-many communication.*

### 3. School Division Network

*This term refers to all hardware, software, files, and peripheral hardware connected to, or residing on, any storage device maintained by the school division.*

### 4. Network Software

*Network software is any software, regardless of origin, operating on, or in connection with, any school division hardware or the school division network.*

### 5. Internet

*The Internet is a global network of inter-connecting computer networks that support a common set of communication protocols allowing for communication between networked computers. All citizens including educators, businesses, government and private organizations use the Internet. The Internet is another information resource similar to software, CD-ROMs, books, magazines, newspaper and videos. The school division website is a public access site and includes public information about Regina Catholic Schools.*

### 6. Intranet

*Intranet refers to a secure and private wide area network of interconnected local area networks that support a common set of organization-wide protocols. An intranet provides internally private secure communications and information sharing among authorized users within an organization.*



## **7. Interoperability**

*This means that products used on the school division network must adhere to basic standards that ensure that they will connect and communicate without special consideration. This also means that data must be accessible in the same form and format from a single point by any workstation platform.*

### **Policy**

The Regina Catholic School division recognizes the importance of strong information systems throughout the school division in the pursuit of excellence in the educational system and administrative affairs and is committed to providing an accessible, secure and reliable information technology environment for all students and staff. As such, the Board is also committed to the establishment of policies and administrative applications for the security and administration of school division networks.

### **Regulations**

The school division network represents a significant investment of resources. In order to maximize benefits of this resource allocation, school division standards are required. These standards are:

#### **1. General Information Technology Standards**

General information technology standards in Regina Catholic School's express the principle of equity. These standards are:

- a. All teachers shall have access to and use technology that is secured to enhance teaching, planning, assessing, reporting, and personal professional development.
- b. All schools and school division departments shall use appropriate technology to enhance planning, communications, financial management, and the flow of information.
- c. All schools and school division departments shall plan effectively for ongoing technology integration.
- d. A designated superintendent must authorize all non-educational software operating on or in connection with the network.
- e. All network school administration software resources will be chosen based on the principle of interoperability.

#### **2. Acceptable Use Standards**

Acceptable use standards in Regina Catholic Schools apply to all pupils, staff, and members of the public having authorized access to the school division network. Continued authorization is dependent upon individual compliance with acceptable use standards. Acceptable use standards are:

- a. Network users must respect all copyright requirements associated with network software and web-based resource material.
- b. Transmission of any material in violation of any Canadian or provincial regulation or Board policy is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene materials.



- c. All users are expected to abide by general rules of network etiquette. These include, but are not limited to, the following:
  - i. Users shall use appropriate language in online communications.
  - ii. Users shall not share their passwords or use others' accounts.
  - iii. The network shall not be used in a deliberate manner that might disrupt the use of the network by others.
  - iv. Users shall respect the privacy of others.
  - v. In addition to the above, users shall not install software, play web-based games, make configuration changes to workstations, software, or network devices, or move hardware.
- d. The use of internet/e-mail accounts shall be in support of educational roles and responsibilities or as indicated in regulation 2(e). Use for commercial activity or political lobbying is strictly prohibited.
- e. Staffs are discouraged from excessive use of the division network for personal use except where network resources are offered for home use.
- f. The use of [unauthorized software](#) is prohibited.

### **3. Acceptable Use Agreements**

- a. Schools shall develop a network Acceptable Use Agreement for pupils. These school-based agreements shall:
  - i. Outline the responsible use of the school division network.
  - ii. Outline the responsible use of web-based resources.
  - iii. Address respect for the integrity of the school division network and the files of other authorized users.
  - iv. Be created in the form of an agreement between the pupil, parents, and staff.
- b. Non-employees granted access to the school division network shall be required to sign a network Acceptable Use Agreement outlining attention to this policy.
- c. Staff shall be required to sign a network Acceptable Use Agreement outlining attention to this policy.
- d. Failure to comply with acceptable use agreements in 3(a)(b) or (c) may, depending on the severity of the situation, result in:
  - i. Suspension or cancellation of user privileges.
  - ii. Request of payment for damages or repairs.
  - iii. Suspension, expulsion, exclusion, or termination of employment.
  - iv. Criminal or civil liability under applicable laws.



#### **4. Responsibility Standards**

Roles and responsibilities shall be as follows:

- a. The designated superintendent is responsible for overall supervision of network administration, operations, and general applications. Designated superintendents will be responsible for approving software for network distribution, specialized function, and/or pilot program purposes referred to in regulation [1\(d\)](#).
- b. Technology Services network administrators are responsible for securing the network in a reasonable and economically feasible manner against unauthorized access and/or abuse.
- c. Principals are responsible for the non-technical administration of site-based networks and supervision of those authorized to administer or access the site-based network.
- d. Teachers are responsible for:
  - i. Modeling and teaching proper standards of use.
  - ii. Guiding pupil access to appropriate uses of technological resources.
  - iii. Upholding the terms of the pupil Acceptable Use Agreements.
  - iv. Abiding by staff Acceptable Use Agreements.
  - v. Assuring that pupils understand the consequences of abusing user privileges.
- e. Pupils, staff, and all other users of the school division network are responsible for:
  - i. Adhering to local, provincial, federal, and international laws governing the use of technology.
  - ii. Ethical and educational use of the school division network.
  - iii. Following established procedures<sup>1</sup> for all material sent or received under his or her account.
  - iv. Keeping all unauthorized files, software, or files potentially dangerous to the integrity of the network from entering the network.

#### **5. Security Standards**

Security standards ensure the structural integrity of the school division network.

- a. The Board retains ownership of the school division network including all hardware, software, and electronic files.
- b. The Board makes no warranties of any kind, expressed or implied, for the service it is providing. The school division will not be responsible for any damages, including loss of data resulting from delays, non-deliveries, incorrect deliveries, or service omissions. The Board specifically denies any responsibility for the accuracy or quality of information obtained through its service.
- c. Users must notify a system operator or designate of network security problems or known potential security issues.



**6. Privacy Standard**

To maintain system integrity, monitor network etiquette, and ensure responsible network use, Technology Services system administrators may, under the direction and supervision of a designated superintendent, periodically review user files and communications. Users should not expect that files and other information communicated or stored on division servers would always be private.

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<sup>1</sup> Administrative Application A5100.1 – Network Use, addresses procedures for dealing with e-mail messages received that may be potentially harmful to the integrity of the network or of an inappropriate or unlawful nature.