

Administrative Application	
<p>Support Services 5102</p> <hr/> <p>Acceptable Use of Technology by Employees and Students</p>	<p>Last Reviewed /Approved on: May 5, 2020</p>
	<p>References:</p> <p>The Education Act, 1995, Sec. 175 (1)(a) The Local Authority Freedom of Information and Protection of Privacy Act, 1990-91 Administrative Application 7201 – Employee Code of Conduct Policy 12 – Role of the Director Policy 13 – Appeals and Hearings Regarding Student Matters</p>
	<p>Status: Operational</p>

Background and Scope

This administrative application applies to and establishes the expectations for all Regina Catholic School Division (RCSD) employees and students in the proper use of the Technology. Inappropriate use of the Technology may expose the school division to legal liability and/or public embarrassment. The objective of this administrative application is to balance employee and student ability to fully benefit from informative technology against the school division's need to ensure that all use of the Technology meets the school division's legal obligations and upholds the Division's reputation and public image. All employees and students are expected to act in a manner that is appropriate for an educational institution. This includes an expectation that employees and students will use the Technology in a manner that is consistent with the realization that such use may become public, and in a manner that does not expose RCSD to legal liability, or public embarrassment.

This application applies to all Technology and any use of this Technology by any school division employee or student.

This application attempts to address most issues relating to the use of the Technology. However, where an issue arises that is not specifically dealt with in this application, RCSD employees and students are expected to conduct themselves in a manner that is consistent with the general principles that are outlined in this application.

Definitions

For the purposes of this administrative application:

1. **Technology:** means, but is not limited to, all components of the RCSD's computer systems including e-mail and Internet access and all hardware, software, networks, flash drives and other memory or storage devices (including any personal storage devices) and data pertaining to the use of computers and other electronic devices designed to create, use, transmit, and store information. Division owned technology is provided to employees and students to support teaching and learning, assist in communication, and for use in emergency situations.
2. **Privacy and Monitoring**
As discussed below, all employees and students should be aware that their computer usage can be traced by site logs, desktop monitoring, and other tracked information. In particular, RCSD reserves the right to access the contents of all files stored on its Technology and all information, messages, and other data transmitted through its Technology.

Application

1. Access to the School Division Network

Access to the RCSD network is a privilege which may be revoked at any time. Any misuse or prohibited use may/shall result in possible disciplinary action that may include but is not limited to, revoking or restriction of network privileges.

2. Personal Use of the School Division Network

Personal use of RCSD technology shall be permitted outside of normal business/working hours provided that:

- a. No expenses are incurred by the school division as a result of the personal use.
- b. Personal use does not interfere with or cause congestion on the school division network.
- c. Personal use does not include the operation of a business or using technology for personal gain.
- d. Internet use conforms to the guidelines of this administrative application and *LAFOIP*.
- e. Personal data stored on RCSD equipment may be accessed by the school division at any time.
- f. Inappropriate personal use may result in the loss or restriction of the privilege and or disciplinary or legal action.

RCSD retains the right to place restrictions and conditions on the personal use of school division technology.

3. Acceptable Use

- a. **Requirement.** All RCSD employees must be informed of this administrative application and sign the *Technology Acceptable Use Acknowledgment* attached to this administrative application or the on-line acknowledgement upon completion of the on-line training program.
- b. **Retention.** Signed student *Technology Acceptable Use Agreements* will be collected and stored by the classroom or homeroom teachers.
- c. **Updates.** This administrative application will undergo periodic revisions, and RCSD reserves the right to amend this application at its discretion. In case of amendments, users will be informed in a timely manner.

4. Privacy

Information about identifiable employees, students or parents/guardians will be kept private as required under *The Local Authority of Information and Protection of Privacy Act* (Saskatchewan). This information is to be kept confidential and is not to be shared with others unless permission has been granted.

5. System Security

- a. **Vandalism.** Vandalism by employees or students will be considered a serious offense and is defined as a malicious attempt to remove, harm or destroy property, including data of another employee or student. Acts of vandalism include, but are not limited to, the creation and/or wilful distribution of computer viruses, malware, or spyware and damage to or removal of any computer or other equipment.
- b. **Mandatory Reporting.** Employees and students must immediately report any knowledge of actual or threatened security breaches (whether accidental or intentional), acts of vandalism or illegal activity by others to school administration who will then report the incident to Technology Services.
- c. **Monitoring by RCSD.** Employees and students are advised that all of RCSD Technology, and all information stored on such Technology, is RCSD property and may be inspected, monitored or modified at any time. In particular, the school division reserves the right to regularly and at any time monitor use of Technology for any purpose, including for purposes of monitoring compliance with this application and for the purposes of investigating and prosecuting (or supporting the investigation or prosecution of) any impropriety, misconduct, breach of security, violation of law or infringement of RCSD's rules or policies.
- d. **Liability.** RCSD makes no guarantee that the functions or the services proceeded by or through the Technology will be uninterrupted, error-free or without defect, or that any content or other information transmitted or received through the Technology is correct, accurate, reliable, genuine or secure. RCSD will not be responsible for any damages suffered through use of the Technology, including, but not limited to, loss or damage to data or equipment.

Technology Acceptable Use Acknowledgement

I, _____, have read the Technology Acceptable Use Administrative Application – 5102. This information shall be reviewed annually or when any changes to the application are made.

I understand that violation of this administrative application may result in disciplinary action, including a loss of access privileges, discipline and/or appropriate legal action. I further understand that I bear financial responsibility for any damages or expenses incurred as a result of inappropriate or illegal activity.

Name (please print)

Signature

Date

School