



Acceptable Use of Information Technology

Board Received: October 20, 2014

Review Date: November 2017

Policy Statement:

The Grand Erie District School Board believes that every user of Information Technology resources has a responsibility to follow all related Policies and take all reasonable measures and precautions to assist in ensuring the safe, secure, ethical and appropriate use of Information Technology resources at all times.

The Grand Erie District School Board will make all reasonable efforts, using the resources available, to create and maintain a productive, safe and secure Information Technology environment for the exclusive use of Grand Erie users.

Grand Erie has the right to monitor and may access any and all files, documents, and electronic communications on Grand Erie technology as well as the use of the Internet to ensure integrity of the system and compliance with this policy.

All measures that have been established to provide a safe, secure and productive environment, while protecting Grand Erie Information Technology resources against both internal and external threats, must not be altered, circumvented or otherwise disabled at any time.

Accountability:

1. Frequency of Reports – Annual
2. Severity Threshold – As needed (e.g. security threats, interference with normal operations, and introduction of new technologies)
3. Criteria for Success – Information Technology resources are used only to enhance the delivery of curriculum and quality of education and to provide opportunities for collaboration and discussion.
 - Security, safety and productivity of Information Technology resources are maintained.
 - Criminal Code, Board Policy, and Code of Digital Citizenship are communicated and followed.
 - Monitoring is performed on an ongoing basis.

Procedures:

The Grand Erie District School Board believes that students and staff should have opportunities to:

- access local, national and international sources of information;
- collaborate and communicate with both local and global communities;
- develop knowledge and skills that will be useful through their lives.

The Board, by providing and maintaining Information Technology resources and services, recognizes the potential to support instruction and student learning as well as to support communication and collaboration across the system. The Board will make every effort to protect students and staff from misuse and abuse of these services and will take reasonable steps to ensure that they are used only for appropriate purposes.

All equipment owned by the Board is purchased for the purpose of carrying out the mandate of the Board, regardless of the location of the equipment. Board supported network accounts are granted to users to assist in fulfilling their employment duties and responsibilities. Authorized users may use the Grand Erie District School Board's data network and Internet resources for personal use, provided that such use is reasonable in duration, does not interfere with the user's employment duties and responsibilities, does not result in increased cost to the GEDSB and complies with all components of this Policy. The expectation is that personal use will occur outside assigned work time.

It is important for all users to understand that a user's account is the property of the Board and should there be a need for a supervisor to have access to that account, for example in the instance of an illness or investigation of inappropriate use, access will be granted through Information Technology Services. Access provided to the supervisor will only be temporary and for the expressed purposes intended.

Reporting Expectations

- All employees are expected to report to their supervisor or the Manager of Information Technology knowledge they have of the use of the Board's computer resources in a manner that conflicts with the Board policies, or of the suspected loss or theft of Board-owned computer property, or any unauthorized access, disclosure or inappropriate copying of confidential information.

System Security Duties

In addition to all related laws and Board policies, the following requirements exist:

- Users must only use and access Board computer equipment as authorized and to the extent authorized by the Board.
- Users must use their own identity to access the Board network and internet resources.
- Users must not let anyone else use their identity to access the Board data network and internet resources.
- Users must not attempt to circumvent any security or control measures on the Board network.
- Users must refrain from recording passwords in a place that could be seen by others.
- Users must log out protect their account from being accessed by other.

Employee Duty to Protect Confidential Information

Employees have a responsibility to take reasonable steps to ensure that confidential information stored on Board network is not lost, stolen or subject to unauthorized access, disclosure or copying, including:

- Being present when printing confidential information;
- Situating computer display terminals to prevent disclosure of confidential information;
- Using secure passwords for accessing the system;
- Safely storing computer equipment (i.e. laptops) when not in use or when transporting;
- Returning all equipment and portable storage media to Information Technology for proper disposal or reuse.

This Policy is intended to ensure the safe, secure, ethical and appropriate use of these resources through education of users regarding what defines Acceptable Use of Grand Erie District School Board Information Technology resources. Failure to follow Administrative Policy **SO27 – Acceptable Use of Information Technology** without obtaining prior documented approval from the Manager of Information Technology Services or the Superintendent with Information Technology responsibility, or the director, shall be construed as a deliberate and malicious act, the consequences of which will be carried out as per this policy section Enforcement found on page 6

Definitions:

In this Policy:

“Information Technology”, is defined to include but is not limited to board owned:

- computers, data devices (eg. phones, netbooks, & tablets) and hardware;
- servers and data storage devices;
- communication networks and associated devices;
- data;
- software;
- systems providing a service that are owned and/or maintained by a third party;
- peripherals ;
- cloud based and subscribed apps and storage

“Communication Networks” is defined to include, but is not limited to:

- GEDSB wireless and wired data networks;
- Connections to the internet and Internet Service Providers (ISP);
- Remote connections ie. Virtual Private Network (VPN)

“Peripherals” is defined to include, but is not limited to:

- printers and copiers;
- monitors, projectors, and interactive devices (ie. SMART boards);
- portable data storage devices;
- input devices

“Users” is defined to include:

- students
- staff
- agencies of GEDSB
- partners of GEDSB
- volunteers
- parents and guardians
- trustees
- guests

“Key User” is defined as:

- a staff member within a school, usually (but not necessarily) a teacher, who possesses a degree of advanced Information Technology knowledge, and occasionally performs specific IT-related tasks or functions on behalf of Information Technology Services, and provides some peer-to-peer training and assistance to users.

Roles:

All users: Every user of Information Technology resources at the Grand Erie District School Board has a responsibility to follow this Policy and take all reasonable measures and to ensure the safe, secure, ethical and appropriate use of Information Technology resources, as outlined herein, at all times.

Additional Roles:

Students: Students should understand that use of Grand Erie Information Technology resources and services is a privilege. They are required to use these resources and services solely for educational purposes and comply with the directives contained in this Policy. Students are expected to treat these resources with respect. Students will review and sign The Student Acceptable Use of Computers and the Internet Agreement (Appendix A). The signed copies of The Student Acceptable use of Computers and Internet Agreement will reside in a binder in the office for the duration of the school year and then will be securely shredded in June.

Parents: Parents should understand that use of Grand Erie Information Technology resources and services is a privilege. Parents and their children will review and sign The Student Acceptable Use of Computers and the Internet Agreement (Appendix A).

Teachers: Teachers are responsible for reviewing with students The Student Acceptable Use of Computers and the Internet Agreement (Appendix A).

Principals and Managers: Principals and Managers are expected to review this Administrative Policy annually with staff and communicate these expectations to staff and students. They are responsible for ensuring that The Student Acceptable Use of Computers and the Internet Agreement (Appendix A) is signed and returned to the school at the beginning of each school year.

All Staff and Trustees – All Staff and Trustees will do an on-line acceptance of the Acceptable Use of Information Technology Policy on an annual basis. Principals and Managers will be responsible for tracking compliance of staff and the Director will be responsible for tracking the compliance of Trustees.

Management: All management will co-operate fully with the school board, local, provincial, or federal officials in any investigation concerning or relating to Information Technology.

Information Technology Services Staff: ITS staff are responsible for providing and maintaining a secure, safe, and productive Information Technology environment, and to enforce this Policy. This may include, but is not limited to, the activities defined below:

Email: All email and internet communications sent and received by users are the property of the Grand Erie District School Board. Information Technology Services staff will not proactively inspect the contents of a user's email or other personal electronic data unless:

- directed by the user; or
- required by law; or
- required by the Policies of the Grand Erie District School Board; or
- at the direction of Senior Administration in order to investigate complaints regarding email which was intentionally sent or solicited, and is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material.

* The signed copies of The Student Acceptable use of Computers and Internet Agreement will reside in a binder in the office for the duration of the school year and then will be destroyed in June.

Data: Data stored within GEDSB Information Technology resources may be randomly scanned in order to expose instances of unauthorized software and/or data which must be reported to the site's Supervisor and/or deleted.

Information Technology Services staff may, from time to time, carry out activities which fall under the Unacceptable Activities defined in this Policy. These activities are to be undertaken by staff ONLY at the direction of Management in order to monitor and enforce this Policy, and in these specific cases will not be treated as violations. Such activities may include, but not be limited to:

- technical maintenance, repair and management
- a legal requirement to produce information, including e-discovery
- restoring deleted records/files
- conducting an investigation involving employee use
- ensuring continuity of work and continuous operations (i.e. employee is absent due to illness and work needs to be retrieved)
- improving Board processes and to manage productivity
- preventing misconduct and ensuring compliance with the law including by monitoring system activity, by conducting periodic audits to the system and by investigating potential misconduct

Information Technology Services staff have privileged access to information and they are expected to report violations of this procedure to their supervisor. In some cases, as required by law, staff may be expected to contact law enforcement agencies.

Information Technology Services staff are strictly forbidden to share or communicate confidential information they come into contact with during their day to day activities. Any violation of this directive will be treated as a violation of this Policy.

Unacceptable Activities:

The following Unacceptable Activities involving use of the Grand Erie District School Board's Information Technology resources are strictly prohibited:

Unacceptable Content: transmitting, soliciting or willingly accepting, or storing data which contains obscene, indecent, lewd or lascivious material, contains profane language, panders to racism, sexism, other forms of discrimination or other material which explicitly or implicitly refers to sexual conduct. This may include jokes, e-mails, music, videos, sounds or other electronic forms of information.

Hacking: attempting to gain unauthorized access to, or make unauthorized use of, electronic data and/or communications using GEDSB technology. This includes the introduction of unauthorized software to the Information Technology environment at GEDSB.

Fraud: obscuring the true identity of a user while using Information Technology resources and services.

Copyright: obtaining, transmitting and/or storing unauthorized copies of licensed and/or copyrighted material which may include software, music, video, or other such data.

Unlawful Act: violating any laws or participating in the commission or furtherance of any crime or other unlawful act. Users must not use Board computer equipment/resources to violate another person's intellectual property, including engaging in the theft of hardware/software, music and/or movies.

Personal Use: use of the Board's Information Technology resources and services for unauthorized purposes including, but not limited to, political, financial or commercial gain, is strictly prohibited.

Personal Privacy: intentionally browsing, copying, deleting, modifying or seeking private information about another person unless specifically authorized. Access to public information about individuals is deemed acceptable.

Vandalism: intentional defacing and/or damage of Information Technology equipment.

Disrupting Usage: any activity, including the development of automations, scripts or viruses, designed to disrupt usage of Information Technology resources.

Sharing Confidential Information of Another User: communicating information concerning passwords, identifying codes, personal identification numbers or other confidential information without the permission of its owner or the controlling authority of the school to which it belongs.

Misrepresentation: Users must not share personal security information including passwords, logins, etc, with other users, nor are users allowed to log in to Information Technology resources using an account that has not been specifically assigned to them.

Unauthorized Access: All users are required to have been previously granted authorization to make use of Information Technology resources. This authorization may be granted explicitly to an individual, or implicitly to a group. The failure to prevent unauthorized use of that resource does not relieve an individual of the responsibility of obtaining authorization prior to using the resource.

Enforcement:

ITS staff are responsible for providing and maintaining a secure, safe, and productive Information Technology environment. The enforcement of this Policy is the responsibility of all management.

When the board suspects a violation of this Policy, it may restrict a user's access to the Board's computer equipment pending completion of an investigation. When the Board finds that a violation of this Policy has occurred, it may result in the imposition of one or more of the following:

- restrictions on the use of specific Information Technology resources and services
- suspension of access to all Information Technology resources and services
- administration of the Progressive Discipline process found in Administrative Procedure HR119
- disciplinary action up to and including student expulsion;
- disciplinary action up to and including employee termination;
- civil or criminal proceedings

Use of technology is governed by all relevant federal and provincial laws, and GEDSB policies and procedures (e.g. Copyright Act, Education Act, Acceptable Use Policy, codes of conduct and Progressive Discipline). Activities that are in contradiction of this Policy will be reported to the appropriate level of supervision or management based on the user involved. In addition, the Board may report, or be required to report, suspected violations of the law to law enforcement and will cooperate with all local, national and international law enforcement agencies. The Board is not responsible for steps taken by these agencies in the investigation and prosecution of public law.

Related Policy, Procedures and Resources:

SO12 Code of Conduct

SO9 Cyberbullying

HR119 Progressive Discipline

HR103 Duties and Expectations of Teachers

SO11 & SO130 Progressive Discipline and Promotion of Positive Student Behaviour

Grand Erie District School Board Code of Digital Citizenship (Appendix B)

(<http://tinyurl.com/granderiedigitalcitizenship>):

Appendix A

Grand Erie District School Board

Student Acceptable Use of Computers and the Internet Agreement

Background

Technology Resources, which include software, hardware, the internet and other components, are an important ingredient to each student's education at our school.

Each student has the privilege of using the Technology Resources and must use them in an acceptable way.

Acceptable Use

As a general rule, students must use Technology Resources, including personal devices, in ways consistent with Provincial and Federal laws as well as consistent with the policies of the School and the School Board.

PROTECT

- I will not post information online that will put myself or others at risk.
- I will report any online attacks or inappropriate behaviour directed at myself or others.
- I will protect myself, my passwords and my resources.
- I will protect others by not forwarding inappropriate communications or materials.
- I will refrain from pirating or distributing digital resources that aren't free or don't belong to me.
- I will verify the accuracy of online information.

RESPECT

- I will give thoughtful consideration as to what personal information about my life, experiences and relationships I post.
- I will respect myself and others through my online actions and responses.
- I will not use electronic media to insult, bully, harass or stalk other people.
- I will not visit sites that are inappropriate.
- I will request permission to use online resources when necessary and cite all references to websites, books, media, etc.
- I will respect all equipment and all resources available to me.

School Name	
Student Name	

This is to confirm that I have read the Student Acceptable Use of Computers and the Internet Agreement and will abide by the rules and procedures as outlined.	
Signature of Student	Print Name
Signature of Parent	Print Name
Date	

* The signed copies of The Student Acceptable use of Computers and Internet Agreement will reside in a binder in the school office for the duration of the school year and then will be securely shredded in June.

APPENDIX B: Code of Digital Citizenship



Grand Erie District School Board
CODE OF DIGITAL CITIZENSHIP
“Protect and Respect”
Responsible Actions in a Digital World

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