North East School Division No. 200
Box 6000, 402 Main Street Melfort, SK S0E 1A0
Phone 306.752.5741; Fax 306.752.1933

ADMINISTRATIVE PROCEDURE NO. 512

EMPLOYEE ACCEPTABLE USE POLICY

The purpose of this policy is to guide employees in the use of school division technology and resources including but not restricted to telephones, cellular and smart phones, personal devices and all other devices which have access to or may store information obtained from the North East School Division computer networks (hereinafter collectively referred to as "the network").

PROCEDURES

This policy applies to all school division employees and as such, employees of the school division shall comply with this policy and any related guidelines and directives to enable reasonable and appropriate use of the network and all North East School Division resources.

USE

1. Employees who have been granted access to the network are expected to use such networks in a legal, ethical, and non-destructive manner consistent with a spirit of respect and in accordance with the policies and procedures of North East School Division.

2. Acceptable uses of the network shall include but are not limited to:

    a. Purposes related to the specific functions of each employee's job or purposes required to assist employees in carrying out the duties of their employment;
    b. Reasonable private purposes which are consistent with this policy.
    c. Those rules set out in the Acceptable Uses section to this policy.

3. Unacceptable or prohibited uses of the network shall include but are not limited to:

    a. Any use by an employee that interferes with the duties of employment;
    b. Any use by an employee that exposes the school division to significant cost or risk of liability.
    c. Those rules set out in Unacceptable Uses section to this policy.

4. The expectations set out in this policy provide general guidance and examples of unacceptable or prohibited uses are for illustrative purposes and should not be construed as being exhaustive of unacceptable use.

5. Employees who have questions as to whether a particular activity or use is acceptable should seek further guidance from their immediate supervisor.

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MONITORING

1. The computer network is owned by the school division and reserves the right to access contents of all files stored on the network and all messages transmitted through its computer network.

2. The school division keeps and may monitor logs of usage of equipment which may reveal information such as:
    a. Internet sites that have been accessed by employees.
    b. Email addresses of those with whom employees have communicated.
    c. The content of communications including emails and instant messages.

3. In cases where information collection that results in an employee investigation, the person concerned will be informed and information will not be disclosed wider than is absolutely necessary.

WEB PAGES

1. Each department will ensure that information they want posted to the Internet meets the following minimum standards:
    a. Sources must be cited
    b. Information should be as correct and timely as possible
    c. Copyright laws apply and copyright notices must be included where appropriate Privacy considerations should be addressed

2. Material published to the Board website must be approved by the Director or designate.

COPYRIGHT

1. All computer hardware and software in use is purchased under academic licenses and there must not be any commercial activity of any kind done on school division networks.

2. Software must only be used legally in accordance with both the letter and spirit of relevant licensing and copyright agreements.

SECURITY

1. Confidential information should always be treated in a secure manner appropriate to the media.

2. Employees shall not remove from board premises any laptop, cell phone, personal data device, memory key or other storage device, or any other device on which personal or confidential information may be stored or accessed until ensuring that appropriate security measures have been implemented such as:
    a. Cellular phones should be locked when not in use

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b. School division laptops and memory keys should not be left alone in a vehicle or unattended in any public place.
c. Hard drives and memory sticks should be encrypted

3. Every employee must immediately report any possible or suspected breach of security to his or her supervisor who in turn shall immediately notify IT support services.

USERNAMES AND PASSWORDS

1. Employees who require computer network access in order to perform the functions of their employment will be assigned usernames and passwords in order to be able to access required services. Passwords are not to be shared with other employees or students or any agency or individual. The use of generic passwords may be shared where deemed appropriate such as guest wireless access.

2. User passwords will be required to be updated every six (6) months.

HARDWARE AND SOFTWARE

1. All purchases must be approved by the Superintendent in charge of Information Technology or designate.

2. Permission from the Superintendent in charge of Information Technology or designate must be obtained before any software (including public domain software) is installed on any school division computer.

REMOTE ACCESS

1. The school division provides for all staff to access their email and network information remotely. Employees are strongly encouraged to use this resource to reduce the chances of confidential data being lost or stolen on a laptop or memory key.

2. Employees are permitted to use remote access to the school division computer network subject to the following:
    a. Access must be strictly controlled, using password authentication;
    b. It is the responsibility of employees with remote access privileges to ensure that a connection to the school division is not used by non-employees to gain access to the computer network resources; and
    c. The employee must take every reasonable measure to protect the school division's assets and information.

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ACCEPTABLE USES

Acceptable uses of the computer network include, but are not limited to, the following:

1. Staff may use North East School Division computing facilities and services for personal purposes as long as personal use does not compromise the business of the School Division, will not increase the School division's costs, will not expose the School Division to additional risk, will not damage the School Division's reputation and is not part of an activity that the account holder does for personal profit.

2. Work-related purposes
    a. An employee may use the computer network if access is required to perform any portion of work duties assigned unless specifically directed otherwise.
    b. All work related uses must be in accordance with the terms of this policy.

3. Incidental Purposes
    a. Employees may also use the computer network for reasonable private purposes such as sending and receiving personal messages as long as such usage does not interfere with the duties of employment.
    b. Employees shall comply with the following rules in any incidental use of school division resources:
        i. Incidental use must not impede the employee's work or the work of others, or affect the school division's ability to carry out its work;
        ii. The personal use is to be limited to coffee breaks and lunch hour whenever possible;
        iii. The personal use does not incur significant cost for the school division;
        iv. Employees shall restrict personal communications during office hours to pressing matters only, and such communications must be brief; and
        v. Employees are encouraged to log on to their personal email to send and receive personal messages.

UNACCEPTABLE USES

Unacceptable uses of the computer network include, but are not limited to, the following:

1. Unauthorized release of information:
    a. Giving out personal information about another person;
    b. Providing information about, or lists of employees to outside parties;
    c. Providing confidential information about the school division or its operations to outside parties.

2. Unauthorized personal use:
    a. Use of the school division's name, computers or other equipment for a personal business or commercial or for-profit purposes;
    b. Downloading entertainment software (e.g. Music, videos, and games) or other files not related to objectives of the school division for transfer to a user's home computer, personal computer, or other media.

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c. Any activity that might disrupt or block internet access for other users through the use of bandwidth compromising activities such as peer-to-peer software e.g. torrents.

3. Misuse of Passwords:
    a. Revealing a password to any unauthorized person
    b. Allowing use of employee's account by an unauthorized party when work is being done at home
    c. Circumventing user authentication or security of any host, network or account
    d. Misrepresenting other users on the network
    e. Writing a password on physical media where it may be discovered (e.g. sticky note under keyboard).

4. Unauthorized use or modification of equipment or software:
    a. Intentionally modifying or damaging any school division hardware, software, files, mailbox, web page, other data, or passwords belonging to other users
    b. Unauthorized installation of software, including shareware and freeware
    c. Effecting security breaches or disruptions of network communication, including but not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access.

5. Improper, objectionable or unethical actions:
    a. Using school division computers or other resources for offensive activities such as circulating hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviours
    b. Use of the computer network to access or process pornographic material or other inappropriate text files (as determined by the system administrator or school administrator), or files dangerous to the integrity of the local area network
    c. Sending forged or anonymous e-mail or postings.

6. Misuse of Copyright:
    a. Downloading, copying, or otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except when permitted for educational purposes
    b. Installation or distribution of products that are not appropriately licensed for use by the school division.

ENFORCEMENT

It is important that all employees adhere to this policy. Standard terms and conditions of employee behavior and consequential discipline apply.