



Board Policy #194.0

Appropriate Use of Technology

Document Integration Project Format

Policy Statement

The York Region District School Board believes in the benefits that technology can bring to supporting its daily operating activities and student achievement. It is a policy of the Board that the technology and technology services supplied by the Board will be used in an appropriate manner. This includes but is not limited to computers, laptops, tablets, Personal Digital Assistants (e.g. Blackberry, Palm), use of the world wide web and electronic mail (email) services. All York Region District School Board staff, students, trustees, school councils and other select individuals who are given access to the Board's technology and technology services are required to know and abide by this policy in order to ensure that information technology is being used in a safe and responsible manner.

All users are responsible for:

- ensuring that they use the technology resources in an appropriate manner in accordance with Board policies and procedures.

Superintendents, principals and managers are responsible for:

- ensuring that staff upon hiring and annually thereafter are made aware of the expectations regarding the use of Board supplied technology and technology services.

Principals are responsible for:

- the overall coordination and management of school technologies.

Teachers are responsible for:

- the overall management of student use of computing and information technology facilities and resources within their assigned teaching areas or when acting in a supervisory role; and
- instructing students on the appropriate use of technology.

Students are responsible for:

- abiding by the Information Technology Acceptable Use Agreement.

Definitions

User

All employees, students, trustees, members of Board committees, school council chairs and all other persons given authorized access to the York Region District School Board's computing and information technology facilities and resources are considered users. Users may access these tools from locations other than their work locations. Using Board-provided technology from the office, home or other location is using a corporate asset. Therefore, the Board and its employees are responsible for any misuse of its technology. If an employee sends personal views, they must provide appropriate disclaimers so that the remarks are not taken as representative of the Board.

E-mail (Electronic Mail)

E-mail is the York Region District School Board's standard electronic mail system (Microsoft Outlook/ Outlook Web Access) that allows users to communicate with each other and persons not employed by the Board. An e-mail message can be a record if made or received in connection with the transaction of Board business and must be retained in accordance with the Recorded Information Management and Freedom of Information and Protection of Individual Privacy policy and procedure. The value of a record is determined by its subject and not its format.

Appropriate Use

Relevant federal and provincial laws and regulations (e.g. *Copyright Act, Education Act, Municipal Freedom of Information and Protection of Privacy Act, Ontario Human Rights Code, and Criminal Code*) govern the use of the computer and information technology systems of the Board. In addition, use must be consistent with Board policies and procedures at all times. Users are expected to use the Board's Internet and e-mail services in a responsible and ethical manner consistent with the educational, informational and recreational purposes for which they are provided. Users will be subject to disciplinary action for misuse of the e-mail or Internet systems. Misuse of these systems may also, in some instances, subject the Board to lawsuits.

Department

Information Technology Services

Policy History

Approved 2006

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property will respect the policies and procedures of the Board.



Board Procedure #194.0

Appropriate Use of Technology

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This procedure outlines the expectations of the York Region District School Board with relation to the use of technology and technology services supplied by the Board. This includes but is not limited to computers, laptops, tablets, PDAs, use of the world wide web and electronic mail services. All York Region District School Board staff, students, trustees, school councils and other select individuals who are given access to the Board's technology and technology services are required to know and abide by this procedure in order to ensure that information technology is being used in a safe and responsible manner.

Definitions

Irresponsible and Unethical Use

The following actions are considered irresponsible and unethical use of Board-supplied technology and technology services:

- contravening Board policies and procedures (e.g. Policy #578.0 Professional Misconduct and Progressive Discipline; Policy #668.0 Safe Schools);
- using the Internet for unauthorized, illegal or unethical purposes;
- participating in gambling activities including games of chance and wagering;
- attempting to modify or gain access to files, passwords, or data belonging to others; seeking unauthorized access to any computer system or damaging or altering software components of any network database;
- sending, receiving, displaying or downloading text or graphics that are illegal, or may reasonably be construed as obscene or offensive;
- using abusive or objectionable language in either public or private messages;
- misrepresenting oneself or the Board;
- lobbying elected officials;
- sending chain letters;
- use of the internet for personal use "during regularly scheduled working hours"
(Note: personal use of the internet outside of regular business hours is allowed, provided that it is not being used to generate income for personal business or to promote personal initiatives, provided that all other acceptable use criteria as outlined in this procedure are adhered to);
- taking part in other activities that could cause congestion and disruption of networks and systems;
- intentionally deleting e-mail with informational value to the detriment of legal and statutory Board operations; and
- willfully collecting, maintaining or disclosing personal information in contravention of the *Municipal Freedom of Information and Protection of Privacy Act*.

Responsibilities

All users shall:

- familiarize themselves with this procedure and abide by its expectations and restrictions;
- use technology resources in ways that do not disrupt other users or compromise the functionality of the system;
- maintain their password and user ID confidentiality;
- restrict access to their passwords;
- familiarize themselves with the technology resources provided to them, including system maintenance and administration procedures; and

- ensure records retention requirements are met by referring to the Classification and Retention Schedule (available in school and department offices). It will advise users of information ownership within the Board, the minimum amount of time to keep a record and what the actual authority for that period of retention is.

Additionally, all users are responsible for understanding that:

- saved or deleted e-mail and sites visited on the Internet create a trail of data that may be retrieved at a later date;
- e-mail received by a user may be forwarded to other users without the original sender's knowledge;
- backups of all mailboxes are made for system recovery in the event of a disaster only; and
- the Board is obligated to keep records for set periods of time to satisfy statutory, legal, audit, administrative, or historical needs. Oftentimes, an e-mail message may be the only record available and must be protected and available until such time that need expires. Retention of records is a user responsibility, including print and file (e-mail) records that have value according to the Classification and Retention Schedule. Please refer to the Recorded Information Management Policy #160.0 and Freedom of Information and Protection of Individual Privacy Policy #158.0 and related procedures for instructions in records management and retention.

Superintendents, principals and managers shall:

- ensure this procedure is communicated to their staff upon hiring and annually thereafter;
- ensure compliance with the *Municipal Freedom of Information and Protection of Privacy Act*. Student and staff information is personal and private and is therefore protected under this *Act*. The Board is obligated by this *Act* to carefully manage all personal information within our custody and control how it is collected, used and released. This includes **not** giving out personal information belonging to students, parents or staff, such as home address, telephone number, age, religion, or family status without permission. This is not an exhaustive list of personal information. Individual consent to post personal information on the Internet is necessary as the information is outside of the Board's custody and control once it is on the web; and
- apply corrective and disciplinary measures to address staff violations of this procedure.

Principals shall:

- coordinate and manage computing and information technology facilities and resources throughout the school for staff and students;
- distribute the Information Technology Acceptable Use Agreement to students and parents/guardians;
- ensure compliance with the *Municipal Freedom of Information and Protection of Privacy Act*. Student and staff information is personal and private and is therefore protected under this *Act*. The Board is obligated by this *Act* to carefully manage all personal information within its custody and to control how it is collected, used and released. This includes **not** giving out personal information belonging to students, parents or staff, such as home address, telephone number, age, religion, or family status without permission. This is not an exhaustive list of personal information. Individual consent to post personal information on the Internet is necessary as the information is outside of the Board's custody and control once it is on the web; and
- ensure clearly defined sanctions appropriate to the degree of severity for misuse and/or illegal use of the York Region District School Board's computing and information technology facilities and resources are stated in the school's Code of Behaviour.

Teachers shall:

- manage student use of computing and information technology facilities and resources within their assigned teaching areas and when acting in a supervisory role;
- instruct all students to comprehend and adhere to this procedure and the Information Technology Acceptable Use Agreement;
- use this procedure or the school's Code of Behaviour when applying sanctions for misuse and/or illegal use of the Board's computing and information technology facilities and resources; and

- ensure compliance with the *Municipal Freedom of Information and Protection of Privacy Act*. Student and staff information is personal and private and is therefore protected under this *Act*. The Board is obligated by this *Act* to carefully manage all personal information within its custody and control how it is collected, used and released. This includes **not** giving out personal information belonging to students, parents or staff, such as home address, telephone number, age, religion, or family status without permission. This is not an exhaustive list of personal information. Individual consent to post personal information on the Internet is necessary as the information is outside of the Board's custody and control once it is on the web.

Students shall:

- abide by the Information Technology Acceptable Use Agreement.

Waiver of Responsibility (Internet)

The Board is NOT responsible for the:

- appropriateness of Internet content;
- accuracy or reliability of information located on the Internet;
- loss, damage, or inaccessibility of information due to technical or other difficulties; or
- costs or losses incurred by users.

E-mail Security

Users should be aware that their conduct could reflect on the reputation of the Board and its employees. Users must be aware that e-mail is **not** private communication, because others may be able to read, access and monitor e-mail. E-mail may best be regarded as a postcard rather than as a sealed letter.

The Board may monitor and access e-mail communication in a reasonable manner to:

1. maintain and ensure the efficient use of the Board e-mail services;
2. ensure compliance with Board policies and acceptable use; and
3. assist the employee in the event of prolonged absence.

Receipt of Inappropriate E-mail

If users have been sent inappropriate e-mails (those that are not acceptable as per the definition in this document), they are to forward the e-mail to inappropriate.e-mail@yrdsb.edu.on.ca. E-mail at issue is to be forwarded in its entirety and not cut and pasted so that any relevant header information is retained. This e-mail account is monitored by management staff and issues are dealt with on a case-by-case basis in conjunction with the appropriate supervisor. *Please note: This does not apply to Spam mail which should be deleted upon receipt.*

Inappropriate Content Awareness

If any staff member becomes aware of inappropriate content on any Board-supplied technology, it is to be reported to the Manager of Information Technology Services. The Manager of Information Technology Services will notify the superintendent responsible for information technology who will in turn, determine the appropriate action in consultation with the Manager of Information Technology Services and other senior management as necessary as determined by each specific case.

Department

Director's Services
Information Technology Services

Procedure History

Approved 2006

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